

**Adams County Board of Supervisors Committee Meeting of the Whole
Adams County Board Room, February 21, 2017 6:00 p.m.**

1. Call meeting to Order
2. Was the meeting properly announced?
3. Roll Call
4. Pledge and moment of silence
5. Appoint presiding officer
6. Preliminary concept (space) study report – Potter Lawson
7. Adjourn.

**Immediately following
ADAMS COUNTY BOARD OF SUPERVISORS AGENDA
Adams County Board Room, February 21, 2017**

1. Call to Order by the Chairman
2. Was meeting properly announced?
3. Moment of silence
4. Pledge of Allegiance
5. Roll Call
6. Approve agenda
7. Approval of the January 17, 2017 minutes
8. Public participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Skala, West, Wysocky, Allen, Babcock Johnson and Borud Parr.
10. **Claims:** None
11. **Correspondence:** Letter from Don Ystad dated January 25, 2017.
12. **Appointments:** Appoint Emergency Fire Wardens for 2017. Appoint Pisellini, Grabarski, Hickethier, Borud and Repinski plus alternates West and Allen, to an Ad Hoc Building Committee.
13. **Unfinished Business:** None
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Daric Smith, RIDC report
 - County Manager Report
 - County Clerk Report
 - Town of Rome Amendment #17-02: Sub section 2.5 of the Alpine Village Business Park Development and Design Manual.
 - Town of Rome Amendment #17-03: Amendment to Chapter 10-Zoning Ordinance.
 - Presentation by Tori Babcock

15. Review Committee Minutes			
Admin & Fin 12/9, 1/6	H&HS/Vet 12/12, 1/9	P&Z 2/1	Safety 12/8
Airport 1/9	Hwy 1/12	Property 1/10	Solid Waste 1/11, 2/8
Comm of Appt 2/15	L&W/R&R 12/13	PS&J 1/11	Surveyor Jan 2017
County Board 1/24	Library 1/23		

16. **Resolutions:**

Res. #1: Resolution to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator.

Res. #2: Resolution to approve out-of-state travel and accommodations for Lee Bartnik to Atlanta, GA from April 24, 2017 to April 28, 2017.

Res. #3: Resolution to approve out-of-state travel and accommodations for Lee Bartnik to San Diego, CA from March 26 to March 31, 2017.

Res. #4: To recognize Terry Schaetzka's retirement on January 6, 2017, and honor his 27 years of service to Adams County and the Adams County Highway Department.

Res. #5: Express desire toward the Wisconsin State Legislature to oppose making County Veterans Service Officers optional, allowing non-Veterans to fill the CVSO position and to not allow the consolidation or regionalization of the CVSO office within Wisconsin.

Res. #6: To adopt the Adams County Federal Awards Uniform Grant Guidance Policies and Procedures.

17. **Ordinances:**

Ord. #3: Rezone from an A-3 Secondary Agricultural District to an R-2 Rural Residential District of the Adams County Comprehensive Zoning Ordinance. Property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 34, Township 14 North, Range 7 East, Lot 1 of CSM 4276 at 304 State Road 23, Town of New Haven, Adams County, Wisconsin.

Ord. #4: Rezone from an A1 Exclusive Agricultural District to an A1-15 Exclusive Agricultural District. Property located in the SE ¼, NW ¼, Section 24, Township 17 North, Range 6 East at 2231 7th Drive, Town of Adams, Adams County, Wisconsin.

18. **Denials:** None

19. **Petitions:** None

20. Approve claims

21. Approve Per Diem and Mileage

22. Motion for County Clerk to correct any and or all errors

23. Set next meeting date(s)

24. Adjournment.

Adams County Supervisors,

My name is Don Ystad and I live in Rome.

I was compelled to attend last night's Adams County board meeting after I had attended the WPVGA misleading presentation in Portage County in December, then hearing it was their intent to go to every county board in the central sands to convince them not to consider any action that would influence their planned groundwater legislation in Madison

I come from generations of Clark County dairy farmers. I'm retired on a lake in northern Adams County these days, but I will always cherish my family's farming heritage. And, I appreciate the stewardship of the land and water from family farmers like mine. So, when I see lobbyists trying to misinform our lawmakers from towns and counties on up to our state representatives, it frustrates me, and I am conflicted. I know they don't represent the real family farmers I cherish, and I know that their disputed information is intended to take advantage of our heralded farming heritage and the rights of citizens like me.

Recently, an analysis was done of the contribution of lakes to our county's \$2.45 billion in value. Our eight lake districts represent about \$682 million in value. Add in the other 8 lakes within our county borders, and the properties along Lakes Petenwell and Castle Rock and that value increases to nearly one billion dollars, over half of Adams County's nearly \$2 billion residential value. So, lakes are a significant contributor to our county's tax revenue.

Add in the addition of \$265 million in tourism spending in Adams County last year, plus \$75 million in related employment and taxes, that's nearly a third of a billion dollars in tourism, and it further demonstrates the importance of lakes to our county. While agriculture also is a very important part of Adams County commerce, I would point out that agriculture land represents less than 1 % of Adams County tax valuation.

So what is my point? My point is this; clean and abundant water is important to all of us. A number of our county lakes are now on the state's impaired list, and streams and lake levels have been impacted by over pumping. We need to understand each other's needs and work toward solutions that benefit all of us, not just a limited industry group. Those solutions don't come as a result of a disinformation campaign or the influence of some high priced lobbyists. Reasonable solutions arise when everyone's needs are considered fairly with consideration given for verifiable data and proven results. I saw this from our Adams County board a few weeks back when manure spray irrigation was being deliberated, and I saw it when the lakes specialist position was being considered. And, I hope I continue to see this thoughtful, intelligent consideration should the Wisconsin Potato and Vegetable Growers Association decide to reschedule their groundwater presentation. I appreciate what all of you do and I appreciate this beautiful, multi-faceted county we live in.

Thank you.

**Emergency Fire Wardens
Adams County
2017**

Town of Adams

Rich Sternhagen

Ace of Adams, 225 West North Street, Adams, WI 53910

Town of Big Flats

Scott Hyde

Moose Morgan's North, 899 STH 13, Arkdale, WI 54613

Town of Jackson

Darlene Borud

Borud's Hardware, 548 Ormsby St., Oxford, WI 53952

Town of New Chester

Mary Payne

Myrt's Handi Mart, 626 CTH "E", Grand Marsh, WI 53936

Town of Quincy

Wanda Abfall

Paige Caves

Town of Quincy, 2599 Cty Z, Friendship, WI 53934

Four Seasons, 2332 HWY Z, Friendship, WI 54613

Town of Rome

Lori Pritzl

Pritzel's, 251 Hwy 13 S., Nekoosa, WI 54457

Town of Springville

Neil Theisen

Herb Theisen

Corner Pump, 3303 Hwy 13, Wisconsin Dells, WI 53965

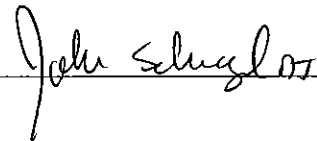
Theisen Lumber, 3328 Hwy 13, Wisconsin Dells, WI 53965

Town of Strongs Prairie

Vicky Zebrowska

JB Sales, 1898 STH 21, Arkdale, WI 54613

BY: _____



Date: _____

1/26/17

John Schwingel, Area Forestry Leader

BY: _____

Chairperson, Adams County Board

Date: _____

AMENDMENT NO. 17-02

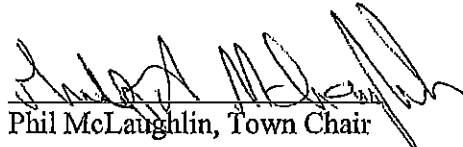
**AMENDMENT TO THE TOWN OF ROME
CODE OF ORDINANCES**

**SUB SECTION 2.5 OF THE ALPINE VILLAGE BUSINESS PARK
DEVELOPMENT AND DESIGN MANUAL**

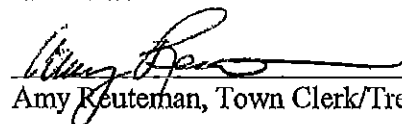
The Town Board of the Town of Rome, Adams County, Wisconsin, hereby amends the Town of Rome Code of Ordinances as set forth in Exhibit A, which is attached hereto and incorporated herein by reference. The amendment shall be posted pursuant to section 60.80 Wis. Stats. and shall take effect the day after such posting or publication.

Adopted this 19th day of January, 2017

TOWN OF ROME BOARD:


Phil McLaughlin, Town Chair

ATTEST:


Amy Reuteman, Town Clerk/Treasurer

STATE OF WISCONSIN
TOWN OF ROME
ADAMS COUNTY

I, Amy Reuteman, the Town Clerk/Treasurer of the Town of Rome, Adams County, Wisconsin attest and swear all of the following:


1. That the notice of the following action was posted pursuant to ss. 60.80, Wis. Stats.:

AMENDMENT TO
Sub Section 2.5 of the Alpine Village Business Park Development and Design Manual

2. That I caused the notice to be posted as required on January 23, 2017 in the following 4 places in the Town of Rome, Adams County, Wisconsin:

Rome Municipal Building: 12:16 pm
Pritzl's Trading Post: 1:19 pm
Nekoosa Port Edwards Bank: 1:26 pm
US Bank: 1:31 pm

3. That I caused the notice to be published as required on January 23, 2017 in the Wisconsin Rapids Daily Tribune
4. That I filed this affidavit in the records of the town clerk for the Town of Rome on this 23rd day January, 2017.


Amy Reuteman, Town Clerk/Treasurer

Personally came before me this 23rd of January 2017, the town clerk of the Town of Rome, Adams County, known to me to be the person who executed and acknowledged the foregoing instrument.


Notary Public, State of Wisconsin

My commission 10/3/2017

TOWN OF ROME, ADAMS COUNTY, WISCONSIN
NOTICE OF ADOPTION OF ORDINANCE

Pursuant to section 60.85(5) Wis. Stats., notice is hereby given that the Town Board of the Town of Rome has amended the Code of Ordinances as follows:

Section No.: SUB SECTION 2.5 OF THE ALPINE VILLAGE BUSINESS PARK
DEVELOPMENT AND DESIGN MANUAL

Date of enactment: January 19, 2017

Summary: This ordinance amendment adds "Religious Institution" to the Permitted uses list in the Retirement Community section n of the Alpine Village Business Park Development and Design Manual.

Inspection: The full text of the ordinance may be obtained in the ordinance section of the Town's website, romewi.com, or by contacting the Town Clerk at (715) 325-8022.

Amy Reutemen, Clerk/Treasurer
Town of Rome
1156 Alpine Drive
Nekoosa, WI 54457

2.5 Retirement Community

2.5.1 Purpose & Location

Purpose: The Retirement Community sub-district is intended to provide for a multi-family and/or duplex housing component for active older adults. It provides for a community of independent condominium/apartment units, where residents have access to amenities.

Permitted uses:

- A. Multi-family residential
- B. Duplex
- C. Community center
- D. Civic Uses
- E. Open space
- F. Associated recreational facilities
- G. Parking
- H. Religious Institution

General Characteristics:

- Restricts areas for building, parking, and septic
- Requires more aesthetic requirements including architectural requirements on all building elevations.
- Landscaping requirements similar to Commercial sub-district.
- Requires buffering/screening from adjacent sub-districts and properties
- Provides for higher-density housing in the Town with close access to essential services and goods.

Refer to map for location of Retirement Community property

AMENDMENT NO. 17-03

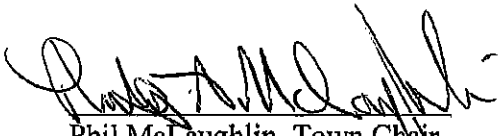
AMENDMENT TO THE TOWN OF ROME CODE OF ORDINANCES

CHAPTER 10 – ZONING ORDINANCE

The Town Board of the Town of Rome, Adams County, Wisconsin, hereby amends the Town of Rome Code of Ordinances as set forth in Exhibit A, which is attached hereto and incorporated herein by reference. The amendment shall be posted pursuant to section 60.80 Wis. Stats. and shall take effect the day after such posting or publication.

Adopted this 2nd day of February, 2017

TOWN OF ROME BOARD:


Phil McLaughlin, Town Chair

ATTEST:


Amy Reuter, Town Clerk/Treasurer

STATE OF WISCONSIN
TOWN OF ROME
ADAMS COUNTY

I, Amy Reuteman, the Town Clerk/Treasurer of the Town of Rome, Adams County, Wisconsin attest and swear all of the following:


1. That the notice of the following action was posted pursuant to ss. 60.80, Wis. Stats.:

AMENDMENT TO CHAPTER 10 – ZONING ORDINANCE

2. That I caused the notice to be posted as required on February 3, 2017 in the following 4 places in the Town of Rome, Adams County, Wisconsin:

Rome Municipal Building:	09:50 a.m.
Pritzl's Trading Post:	10:00 a.m.
Nekoosa Port Edwards Bank:	10:05 a.m.
US Bank:	10:08 a.m.

3. That I caused the notice to be published as required on February 3, 2017 in the Wisconsin Rapids Daily Tribune
4. That I filed this affidavit in the records of the town clerk for the Town of Rome on this 3rd day of February, 2017.


Amy Reuteman, Town Clerk/Treasurer

Personally came before me this 3rd day of February, 2017 the town clerk of the Town of Rome, Adams County, known to me to be the person who executed and acknowledged the foregoing instrument.


Notary Public, State of Wisconsin

My commission 10/3/2017

TOWN OF ROME, ADAMS COUNTY, WISCONSIN
NOTICE OF ADOPTION OF ORDINANCE

Pursuant to section 60.85(5) Wis. Stats., notice is hereby given that the Town Board of the Town of Rome has amended the Code of Ordinances as follows:

Section No.: CHAPTER 10 – ZONING ORDINANCE

Date of enactment: February 2, 2017

Summary: This ordinance addition creates an overlay zoning district that includes design standards similar to the Commercial-A district of the Alpine Village Business Park covering a defined area around the Hwy 13/Cty Hwy D intersection.

Inspection: The full text of the ordinance may be obtained in the ordinance section of the Town's website, romewi.com, or by contacting the Town Clerk at (715) 325-8022.

Amy Reutemen, Clerk/Treasurer
Town of Rome
1156 Alpine Drive
Nekoosa, WI 54457

10.05 ZONING DISTRICTS AND MAPS:

(1) DISTRICTS: The lands of the Town are hereby divided into the following districts:

- (a)** R-1 Single-Family Residence District
- (b)** R-1C Single-Family Conservative Residence District
- (c)** R-2 One and Two Family & Manufactured Dwelling District
- (d)** R-3 Multiple-Family Residence District
- (e)** R-4 Rural Residence District
- (f)** R-5 Rural Estate, Residence District
- (g)** LD Lake District
- (h)** A-1 General Agricultural District
- (i)** A-2 Secondary Agricultural District
- (j)** B-1 Business District
- (k)** BP Alpine Village Business Park
- (l)** CV Conservancy District
- (m)** FR Forest and Outdoor Recreation District
- (n)** B-2 Secondary Business District
- (o)** PSP Public/Semi-public District
- (p)** PUD Planned Unit Development District
- (q)** SP Special Purpose District
- (r)** WHP Well Head Protection District
- (s)** GO Gateway Overlay District

(2) MAPS: The location and boundaries of the zoning districts established by this Ordinance are set forth on the Zoning Map entitled "Town of Rome Zoning Map" and dated the 12th day of June, 2014 which is incorporated herein and hereby made a part of this Ordinance. Said map, together with everything shown thereon and all amendments thereto, shall be as much a part of this Ordinance as though fully set forth and described herein.

(

(3) BOUNDARIES OF DISTRICTS: In unsubdivided property, unless otherwise indicated on the map, the district boundary lines are the centerlines of streets, highways, section lines, quarter-section lines, quarter-quarter lines, or such lines extended or connected. Where not otherwise indicated on the map, it is intended that the district boundary line be measured at right angles to the nearest highway right-of-way line.

revised 9-14-2016

(

(

10.29 GATEWAY OVERLAY DISTRICT

(1) PURPOSE: Main corridors into the Town of Rome provide a first impression of the Town for many visitors. It is imperative that they present a positive and welcoming impression. As such, the appearance is second only to the importance of safety. The purpose of the Town of Rome's Gateway Overlay District is to advance both the aesthetic and economic objectives of the Town of Rome as a recreational community by controlling site design and appearance of development within the Town's major entrance points from the North/South and East/West. The Gateway Overlay District was created to advance this purpose in a manner that is consistent with sound economic, land use, and design principles.

The specific objectives of the Gateway Overlay District are to:

(a) Create a vibrant environment that emphasizes the area as a gateway to the Town of Rome;

(b) Promote a positive visual impression of our gateway corridor.

(2) BOUNDARIES: The location and boundaries of the Gateway Overlay District are set forth on the Map entitled "Town of Rome Zoning Map," which is incorporated herein and hereby made a part of these guidelines. Said map, together with everything shown therein and all amendments thereto, shall be as much a part of this document as though fully set forth and described herein.

Unless otherwise indicated on the map, the district boundary lines are measured at two-hundred (200) feet from the centerlines of roads, highways, or such lines extended or connected. Where not otherwise indicated on the map, it is intended that the district boundary line be measured at right angles to the nearest highway right-of-way line.

(3) STANDARDS:

(a) Although all of the property included in the Gateway Overlay Corridor is not part of the Alpine Village Business Park, the standards found in the Alpine Village Business Park Development and Design Manual shall apply in the Gateway Overlay Corridor as follows:

1. Permitted Land Uses, General Characteristics, Development Standards and Architectural Standards shall be as set forth in subsection 2.1 (Commercial "A") of the Alpine Village Business Park Development and Design Manual, where applicable.

2. Landscaping, Lighting, Parking, Maintenance, Signage and Procedure for Abatement of Violations shall be per the standards set forth in subsection 4 (Special Provisions) of the Alpine Village Business Park Development and Design Manual.

3. Project Review and Approval shall be per the standards set forth in subsection 3 (Project Review & Approval Process) of the Alpine Village Business Park Development and Design Manual.

(b) Applicable standards in all other underlying Town of Rome Ordinance sections shall be the minimum allowable standards in the Gateway Overlay District.

(4) NONCONFORMING STRUCTURES AND USES: Shall be per Town of Rome zoning ordinance section 10.03(4) and shall be applicable to all areas of the Gateway Overlay District.

(5) AMENDMENTS:

(a) For the purpose of promoting the purpose of these guidelines, the general welfare and conserving the value of property throughout the Town, the Town Board may, from time to time, in the manner hereinafter set forth, amend the regulations imposed by this document, provided that all amendments adopted under the authority of this Section, due allowance shall be made for existing conditions, the conservation of property values, the direction of building development to the best advantage of the entire community, the uses to which property is devoted at the time of such amendments, and the purpose and intent of the Gateway Overlay Corridor.

(b) The procedure for amendments to the development standards and design guidelines within the Gateway Overlay District shall be per Town of Rome Zoning Ordinance section 10.04(8).

TOWN OF ROME ZONING

T.20N. - R.5E. - R.6E.
Adams County
Wisconsin
Revised: 1/19/2017

Zoning District Legend

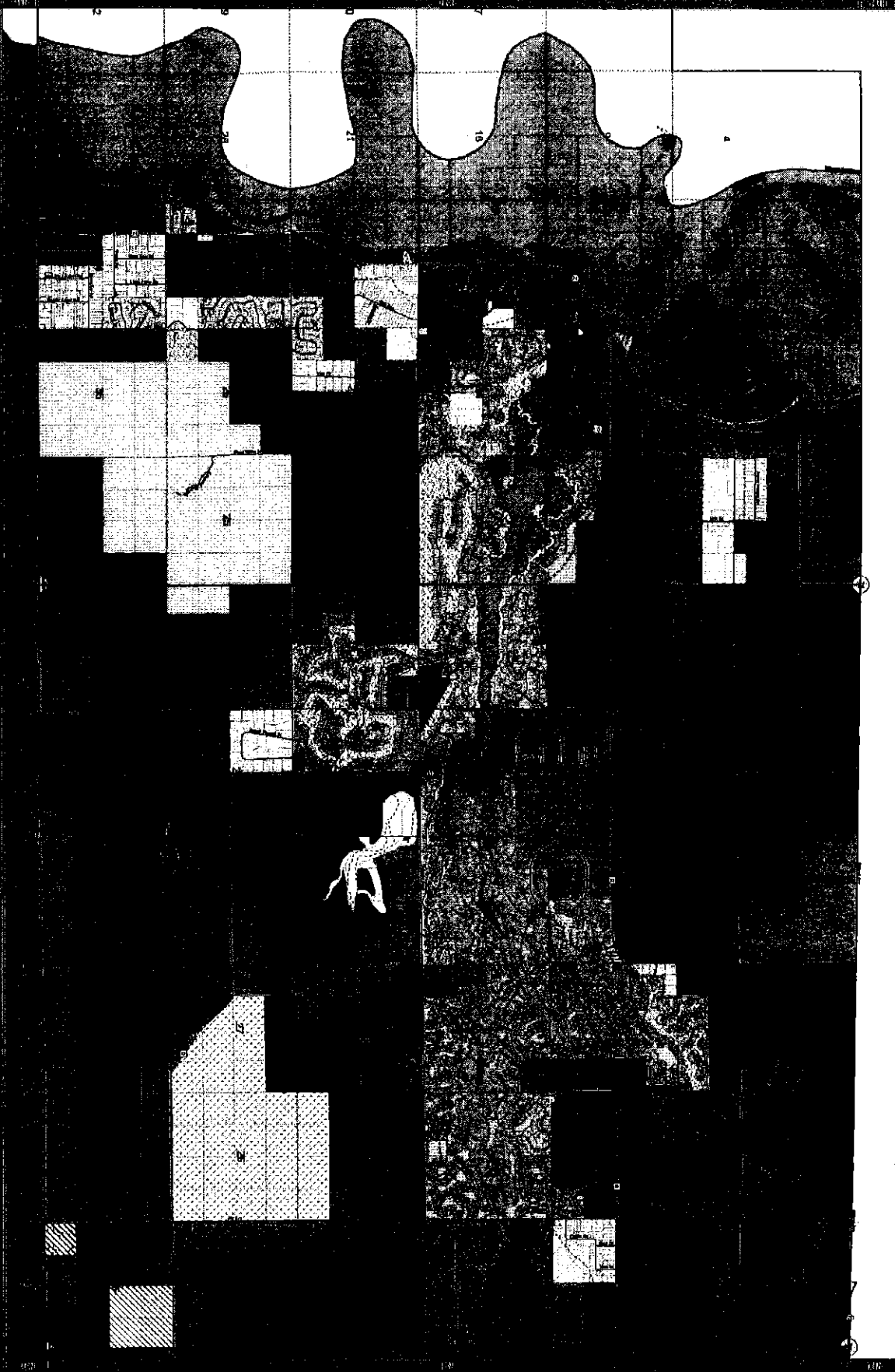
- 1. Single-Family Detached
- 2. Single-Family Attached
- 3. Medium-Density Residential
- 4. High-Density Residential
- 5. Office/Professional
- 6. Retail
- 7. Industrial
- 8. Agricultural
- 9. Forest
- 10. Wetland
- 11. Water
- 12. Shoreland
- 13. Scenic
- 14. Historic
- 15. Other

General Legend

- 1. City/County Boundary
- 2. Township Boundary
- 3. Section Boundary
- 4. Quarter Section Boundary
- 5. Acreage Boundary
- 6. Easement
- 7. Right-of-Way
- 8. Road
- 9. Railroad
- 10. Water
- 11. Wetland
- 12. Forest
- 13. Scenic
- 14. Historic
- 15. Other



This map was prepared by the Town of Rome Planning Board. It is based on the latest available data from the Wisconsin Department of Transportation, the Wisconsin Department of Natural Resources, and the Wisconsin Department of Agriculture, Trade and Consumer Protection. The map is not intended to be used for legal purposes. For more information, please contact the Town of Rome Planning Board.



RESOLUTION TO APPROVE OUT-OF-STATE TRAVEL FOR JENNIFER SWENSEN

INTRODUCED BY: Land & Water and Resource & Recreation Committee

INTENT & SYNOPSIS: Resolution to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator

FISCAL NOTE: None. All expenses will be paid by the UW-Extension State 4-H/Youth Development Program Area and UW-Extension North Central Region.

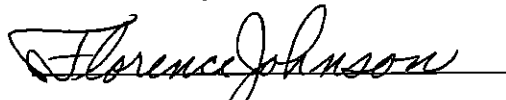
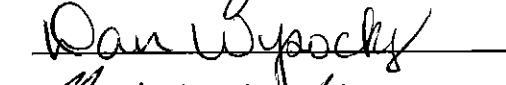

WHEREAS: Per the Adams County Employee Handbook, Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by resolution of the County Board; and

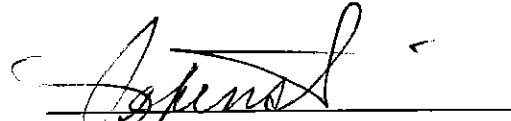
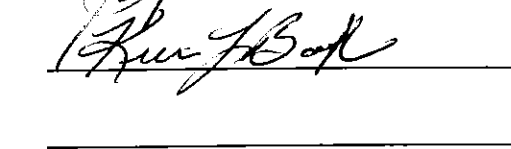
WHEREAS: Jennifer Swensen and other UW-Extension employees have been selected to present a workshop on the new statewide Volunteers in Preparation (VIP) training at the National Extension Conference on Volunteerism; and

WHEREAS: This conference will also provide workshops that will help fulfill Swensen's professional development needs around volunteer development in Adams County.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that Jennifer Swensen travel to Ashville, North Carolina from 4/10/17 – 4/13/17 to receive national recognition and represent Adams County.

Recommended for adoption by the Land & Water and Recreation and Resource Committee this 14th day of February, 2017.

Adopted _____
 Defeated _____ by the Adams County Board of Supervisors this
 Tabled _____ 21st day of February, 2017.

 County Board Chair

 County Clerk

- ☒ Reviewed by Corporation Counsel
☒ Reviewed by County Manager/Administrative Coordinator

RESOLUTION 2 -2017
RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR PUBLIC HEALTH
STAFF (Community Health Specialist)

INTRODUCED BY: Health and Human Services Board

INTENT & SYNOPSIS: Resolution to approve out-of-state travel and accommodations for Lee Bartnik to Atlanta, GA from April 24, 2017 to April 28, 2017.

FISCAL NOTE: None. The travel and accommodations are funded with a reimbursement and will be paid out of account number 240 E 30 54111 (430, 431, 432 and 433).

WHEREAS: *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and


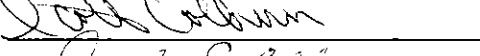

WHEREAS: Participation in the National Association of City and County Health Officials (NACCHO) Preparedness Summit meets requirements of the Wisconsin Department of Health Service Public Health Preparedness grant objectives; and

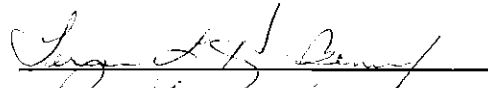
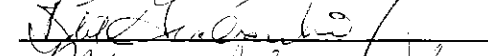
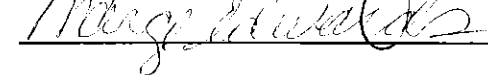
WHEREAS: All funding to implement and administer the public health preparedness program is provided by grants administered by the Wisconsin Department of Health Services; and

WHEREAS: Training and additional travel costs for staff have been awarded through a scholarship to Adams County Health and Human Services Division of Public Health from the Wisconsin Department of Health Services.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for Lee Bartnik to attend the Public Health Preparedness Summit in Atlanta, GA from April 24, 2017 to April 28, 2017.

Recommended for adoption by Health and Human Services Board on this 13th day of February, 2017.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2017.

County Board Chair

County Clerk

☒ Reviewed by Corporation Counsel
☒ Reviewed by County Manager/Administrative Coordinator

RESOLUTION 3-2017
RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR PUBLIC HEALTH STAFF
(Community Health Specialist)

INTRODUCED BY: Health and Human Services Board

INTENT & SYNOPSIS: Resolution to approve out-of-state travel and accommodations for Lee Bartnik to San Diego, CA from March 26 to March 31, 2017.

FISCAL NOTE: None. The travel and accommodations are funded through a travel scholarship and paid directly by the National Association of City and County Health Officials.

WHEREAS: *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

WHEREAS: Participation in the National Association of City and County Health Officials (NACCHO) Roadmap to Ready Program is a competitive program for first time preparedness coordinators; and

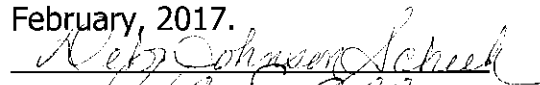
WHEREAS: The Roadmap to Ready Program fulfills requirements of the Wisconsin Department of Health Service Public Health Preparedness grant objectives and Lee Bartnik was selected by NACCHO to attend; and

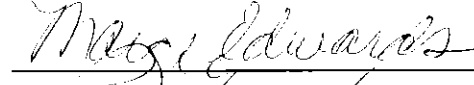
WHEREAS: All funding to implement and administer the public health preparedness program is provided by grants administered by the Wisconsin Department of Health Services; and

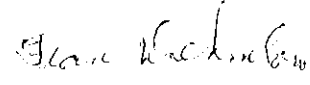
WHEREAS: Training and additional travel costs for staff have been awarded through a competitive scholarship process to Adams County Health and Human Services Division of Public Health from NACCHO.

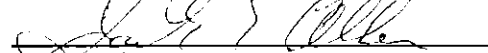
NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for Lee Bartnik to attend the Public Health Preparedness Summit and Roadmap to Ready Program in San Diego, CA from March 26, 2017 to March 31, 2017.

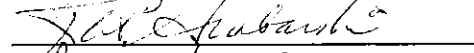
Recommended for adoption by Health and Human Services Board on this 13th day of February, 2017.

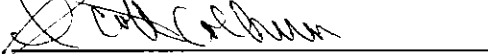


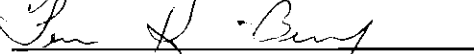












Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 2017.

County Board Chair

County Clerk

☒ Reviewed by Corporation Counsel

☒ Reviewed by County Manager/Administrative Coordinator

**RESOLUTION RECOGNIZING TERRY SCHAEZKA
FOR HIS YEARS OF SERVICE TO ADAMS COUNTY**

INTRODUCED BY: Highway Committee

INTENT & SYNOPSIS: To recognize Terry Schaezka's retirement on January 6, 2017, and honor his 27 years of service to Adams County and the Adams County Highway Department.

FISCAL NOTE: NONE.

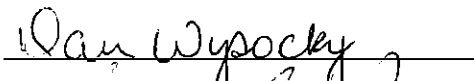
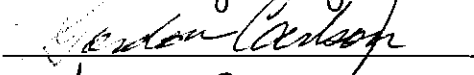
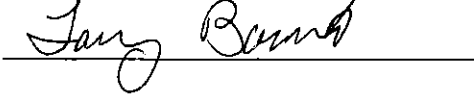
WHEREAS: The County of Adams wishes to take this opportunity to express its appreciation to Terry Schaezka for 27 years of service and dedication to Adams County; and

WHEREAS: Acknowledgement is given to Terry Schaezka for his years of conscientious and dedicated service to the citizens of Adams County;

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that:

- The County Board, on behalf of the residents of Adams County, does hereby commend Terry Schaezka for his 27 years of dedicated and conscientious service as an Adams County employee.
- Further, that best wishes are extended to Terry Schaezka for a long and enjoyable retirement.

Recommended for adoption by Highway Committee this 12th day of January, 2017.

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of February, 2017.

County Board Chair

County Clerk



Reviewed by Corporation Counsel



Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION 5-2017
RESOLUTION TO OPPOSE CONSOLIDATION OR REGIONALIZATION OF CVSO

INTRODUCED BY: HEALTH & HUMAN SERVICES & VETERANS SERVICE BOARD

INTENT & SYNOPSIS: Express desire toward the Wisconsin State Legislature to oppose making County Veterans Service Officers optional, allowing non-Veterans to fill the CVSO position and to not allow the consolidation or regionalization of the CVSO office within Wisconsin.

FISCAL NOTE: NONE

WHEREAS: Wisconsin Statutes Section 45.80 requires each county to elect a County Veterans Service Officer who is a Wisconsin resident and who served under honorable conditions on active duty in the Armed Forces; and

WHEREAS: County Veterans Service Officers are responsible for processing over 80% of the Wisconsin claims that get sent to the Milwaukee VA Regional Office; and

WHEREAS: County Veterans Service Officers are the major stakeholder in assisting veterans and their families with obtaining more than \$2.7 billion in VA benefits annually in Wisconsin; and

WHEREAS: County Veterans Service Officers are invaluable to all Veterans and their families but especially to the vulnerable, elderly and disabled that are in constant need of a Veterans advocate that has the knowledge, skills and Ability to navigate locally through the bureaucracy of the State and Federal Veterans Administration system.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the County of Adams joins other counties in the State of Wisconsin, to express their desire to the Wisconsin State Legislature to adamantly oppose any future efforts to make County Veterans Service Officers optional; and

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the County of Adams joins other counties in the State of Wisconsin, to express their desire to the Wisconsin State Legislature to adamantly oppose any efforts to allow non-veterans to fill the positions of County Veterans Service Officers; and

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the County of Adams joins other counties in the State of Wisconsin, to express their desire to the Wisconsin State Legislature to adamantly oppose any efforts to allow any consolidation and/or regionalization of the County Veterans Service Offices; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to all of Adams County's State Senators and Assembly Representatives, to the Wisconsin Counties Association and to the President of the Wisconsin County Veterans Service Officer Association.

Recommended for adoption by the Health and Human Services and Veterans Service Board this 13th day of February, 2017.

Dean Behrman *Gregg Henry-Bernard*
Scott Johnson *Michael Galt* *Adam Muehlhardt*

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of February, 2017.

County Board Chair

County Clerk

☒ Reviewed by Corp/Counsel ☒ Reviewed by Cty Manager/Administrative Coordinator

RESOLUTION TO OPPOSE CONSOLIDATION OR REGIONALIZATION OF CVSO

RESOLUTION 6 -2017
RESOLUTION TO ADOPT THE ADAMS COUNTY FEDERAL AWARDS
UNIFORM GRANT GUIDANCE POLICIES AND PROCEDURES

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To adopt the Adams County Federal Awards Uniform Grant Guidance Policies and Procedures.

FISCAL NOTE: None. Adams County will continue to receive yearly Federal Grant dollars.

WHEREAS: Various Adams County departments receive yearly federal grants which are required to be governed by the Federal Awards Uniform Grant Guidance Policies and Procedures; and

WHEREAS: The Federal Government requires all governments to have in place a countywide Federal Grant Guidance Policy and Procedures Manual detailing procedures and internal controls to ensure compliance with Federal Grant Guidelines; and

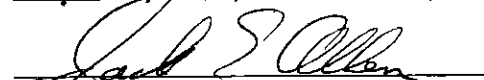
WHEREAS: The attached Adams County Wisconsin Federal Awards Uniform Grant Guidance Policies and Procedures match federal guidelines.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the attached countywide Adams County Wisconsin Federal Awards Uniform Grant Guidance Policies and Procedures is adopted; and,

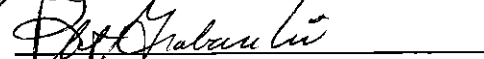
BE IT FURTHER RESOLVED, that all County departments managing Federal grant funds develop a policy documenting procedures and internal controls applicable to each federal grant; and,

BE IT FURTHER RESOLVED, that the Administrative and Finance Committee adopt the department policies developed in compliance with Federal guidelines and the countywide policy.

Recommended for adoption by the Administrative and Finance Committee this
9 day of Feb, 2017.







Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 2017

County Board Chair

County Clerk

☒ Reviewed by Corporation Counsel

☒ Reviewed by County Manager/Administrative Coordinator

**ADAMS COUNTY WISCONSIN
FEDERAL AWARDS**

**UNIFORM GRANT GUIDANCE
POLICIES AND PROCEDURES
2017**

FEDERAL AWARDS

UNIFORM GRANT GUIDANCE – POLICIES AND PROCEDURES

Table of Contents

	<u>Page</u>
I. GENERAL POLICY AND PROCEDURES ON MANAGEMENT OF GRANT FUNDS.....	1
II. POLICIES AND PROCEDURES FOR FEDERAL COMPLIANCE REQUIREMENTS.....	2
Activities Allowed/Allowable Costs	3
Cash Management	12
Eligibility	14
Equipment and Real Property Management	15
Matching, Level of Effort and Earmarking	16
Period of Performance	17
Procurement and Suspension and Debarment	18
Program Income	21
Reporting	22
Sub-recipient and Contractor Determination and Monitoring	23
Special Tests and Provisions.....	27
III. CONFLICT OF INTEREST POLICIES	28
IV. ONGOING MONITORING OF PROCEDURES AND CONTROLS	29
ATTACHMENT	30
Federal Grant Information Form	

FEDERAL AWARDS UNIFORM GRANT GUIDANCE - POLICIES AND PROCEDURES

I. GENERAL POLICY AND PROCEDURES ON MANAGEMENT OF GRANT FUNDS

The following sets forth a general policy and procedures in regard to the management of federal awards and grant funds received by Adams County (referred to hereafter as "the County"). This policy is designed to provide financial accountability and compliance with specific federal requirements applicable to each federal program.

1. A "Federal Grant Information Form" (Form) will be completed for each federal award received by the County. The County department receiving the grant will be responsible for completion of the Form. Assistance in completing the Form will be provided by the Administrative Coordinator's office if requested. For federal programs funded through state departments that use the CARS or CORE reporting systems, a "Federal Grant Information Form" will be completed for each CARS or CORE reporting number. A sample of this form is included as Attachment A to this policy.
 - a. Identification of general ledger accounts where grant activity is recorded is required to be documented on this form. In the event that multiple accounts are used, system printouts documenting those accounts may be attached to the form.
 - b. Applicable federal compliance requirements will be obtained from the latest Matrix of Compliance Requirements included in federal supplements. In 2016, the Matrix was included in the compliance supplement for 2 CFR Part 200. Federal compliance requirements include the following:

- Activities Allowed or Unallowed
- Allowable Costs/Cost Principles
- Cash Management
- Eligibility
- Equipment and Real Property Management
- Matching Level of Effort, Earmarking
- Period of Performance
- Procurement and Suspension and Debarment
- Program Income
- Reporting
- Sub-recipient Monitoring
- Special Tests and Provisions

Websites to reference: https://www.whitehouse.gov/omb/circulars_default (Scroll all the way to the bottom for A-133 circular and choose the most recent year available); http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl (The 2 CFR 200 website has

a lot of info that can be used as well but the info is spread out throughout the entire code.)

- c. Documentation on the specific procedures and key controls that have been implemented to ensure compliance with each applicable compliance requirement will be required. The documentation can be either provided on the Form or in a separate policy and procedure document.
 - d. Forms will be completed as part of the budget process and prior to January 1 of each year for all federal grants included in the County's annual budget. For grants awarded after the start of the year, the Form will be completed prior to grant expenditures being expended. Each department will work with the Administrative Coordinator's office to set up cost centers in the accounting system for each grant and ensure that the grant budget is incorporated into the county budget and accounting system.
 - e. Completed Forms with all relevant documentation and attachments will be submitted to the Administrative Coordinator's office. A copy will be retained in the County department administering the grant. These forms must be maintained in accordance with the County's record retention policy that is found on the County U Drive.
2. Copies of grant agreements, budgets, amendments, progress reports filed, and reimbursement requests filed will be sent to the Administrative Coordinator's office.
3. At the County's year end, each County department will prepare summary financial information for their federal and state grant activity for the year. Grants that have a period of performance that differs from the County's fiscal year will be reconciled at this time and included on the grant summary. All grant-related receivables will be identified and recorded in the general ledger at this time. The information will be in a prescribed format and will be included in the Schedules of Expenditures of Federal Awards and State Financial Assistance. The completed information will be sent to the Administrative Coordinator's office prior to the County's annual audit.
4. Whenever a County employee or board member suspects or knows of violations of Federal criminal law including but not limited to fraud, bribery, or gratuity violations potentially affecting Federal awards, they are required to inform the Administrative Coordinator or Corporation Counsel immediately. The Administrative Coordinator or Corporation Counsel will coordinate an investigation and if a violation is found, the Department Director will inform the awarding agency or pass-through entity in writing within 20 days. If the violation is committed by the Department Director, the Administrative Coordinator will inform the awarding agency or pass-through entity in writing within 20 days

II. POLICIES AND PROCEDURES FOR FEDERAL COMPLIANCE REQUIREMENTS

ACTIVITIES ALLOWED/ALLOWABLE COSTS

POLICY

The County will only charge costs for allowed activities to each federal grant. All costs charged to federal grants will conform to applicable cost principles and/or will be allowable costs under the grant provisions.

All employees whose compensation is paid, in full or in part, with Federal funds (including those used to meet a match/cost share requirement) must maintain time and effort records in accordance with the federal standards. Employees must provide the information required on a timely basis and in accordance with all procedures. Time and effort records must be maintained in order for the County to charge employee compensation costs to Federal grants. Compliance with these procedures prevents disallowance of salary and wages charged to Federal grants.

Definitions:

- Allowable cost: A cost that complies with all legal requirements that apply to a particular Federal grant program including statutes, regulations, guidance, applications and approved grant awards.
- Omni Circular: OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2CFR 200s: Federal cost principles that provide standards for determining whether costs may be charged to Federal grants. All grantees and sub recipients are required to follow the cost principles set out in 2 CFR 200s
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

PROCEDURES

1. DETERMINING ALLOWABLE COSTS

Framework for Analyzing Allowable Costs

Federal grant programs are governed by a variety of Federal rules including statutes, regulations, and non-regulatory guidance. To determine whether a cost may be paid with Federal funds, i.e. whether the cost is permissible, staff must be familiar with these rules and how they work together.

Generally, when analyzing whether a particular cost is permissible, it is useful to perform the following analysis:

- Is the cost specifically included in the County's approved grant budget?
- Is the cost forbidden by Federal laws such as 2 CFR 200s? (see below for examples)
- Is the cost permissible under the relevant Federal program?
- Is the cost consistent with the Federal cost principles in 2 CFR 200s?bbb

- Is the cost consistent with program specific fiscal rules?
- Is the cost consistent with an approved program plan and budget, as well as any special conditions imposed on the grant?

While there are other important considerations County staff must take into account when analyzing whether a specific proposed cost is permissible, the above questions can provide a useful framework for the analysis.

Allowable Costs

Costs that may be allowable under 2 CFR 200s under specific conditions:

- Advisory councils
- Audit costs and related services
- Bonding costs
- Communication costs
- Compensation for personal services
- Depreciation and use allowances
- Employee morale, health, and welfare costs
- Equipment and other capital expenditures
- Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of Federal programs
- Insurance and indemnification
- Maintenance, operations, and repairs
- Materials and supplies costs
- Meetings and conferences
- Memberships, subscriptions, and professional activity costs
- Security costs
- Professional service costs
- Proposal costs
- Publication and printing costs
- Rearrangement and alteration costs
- Rental costs of building and equipment
- Training costs
- Travel costs

Unallowable Costs

2 CFR 200s identifies certain costs that may never be paid with Federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with Federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. There are other important restrictions that apply to Federal funds, such as those detailed in 2 CFR 200s; thus, this list is not exhaustive.

- Advertising and public relations costs (with limited exceptions), are prohibited includes promotional items and memorabilia, including models, gifts and souvenirs
- Alcoholic beverage
- Bad debts
- Contingency provisions (with limited exceptions)
- Fundraising and investment management costs (with limited exceptions)
- Donations
- Contributions

- Entertainment (amusement, diversion, and social activities and any associated costs)
- Fines and penalties
- General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs))
- Goods or services for personal use
- Interest

Program Allowability

Any cost paid with Federal funds must be permissible under the Federal program that would support the cost.

Many Federal programs detail specific required and/or allowable uses or activities of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.

Federal Cost Principles

The Uniform Guidance defines the parameters for the permissible uses of Federal funds. While there are many requirements contained in it, it includes five core principles that serve as an important guide for effective grants management. These core principles require all costs to be:

- **Necessary** for the proper and efficient performance or administration of the program.
- **Reasonable**. In other words, it should be clear to an outside observer why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- **Allocable** to the Federal program that paid for the cost. This means that a program must benefit in proportion to the amount charged to the Federal program—for example, if a worker is paid 50% with funds from Program A, the worker must work in Program A at least 50% of the time. This also means that recipients need to be able to track items or services purchased with Federal funds so they can prove they were used for Federal program purposes.
- **Authorized** under state and local rules. This means that all actions carried out with Federal funds must be authorized and not prohibited by state and local laws and policies.
- **Adequately documented**. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spend over the lifecycle of the grant.

The Uniform Guidance also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with Federal funds.

Documentation and Review

Department staff assigned with the specific grant management will be responsible for determining allowability and that each cost meets the grant requirements. Department staff will verify that costs are allowable prior to submitting associated costs through review of program allowability requirements for the specific grant and will stamp each invoice with a stamp that at minimum says "Allowable Expense per Federal Guidelines" and initial same. Department Heads or designee are responsible for reviewing this determination and will indicate agreement with the determination by initialing the stamped area.

2. DOCUMENTATION OF PERSONNEL EXPENSES, TIME AND EFFORT REPORTING AND APPROVAL PROCESS

Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the County. In cases where the specific employee position or class required for Federal awards is not found in the other activities of the County, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the County competes for the kind of employees involved.

Definitions:

Cost Objective: A particular grant award or other category of costs used to track specific cost information (e.g. earmarks or set-asides that require the County to track expenditure information to ensure it spends a specific amount for a specific purpose).

Employee Compensation: All amounts paid to an employee for services rendered during the award period. Compensation includes salaries, fringe benefits, stipends, bonuses, etc.

Multiple Cost Objectives Employees: Employees who work on multiple cost objectives such as:

- More than one Federal award;
- A Federal award and a non-Federal award;
- More than one activity within a Federal award that is separately tracked by the County (such as set-asides, earmarks or match/in-kind contributions).

Single Cost Objective Employees: Employees who work exclusively on one cost objective.

Standards for Documentation of Personnel Expenses

All employees paid with Federal funds must adhere to the following procedures to complete the appropriate time and effort records. These procedures also apply to employees paid with non-Federal funds that are used as a match (or in-kind contribution) in a Federal program.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the County;
- Reasonably reflect the total activity for which the employee is compensated by the County, not exceeding 100% of compensated activities.
- Encompass both federally assisted and all other activities compensated by the County on an integrated basis, but may include the use of subsidiary records as defined in the County's written policy.

- Comply with the established accounting policies and practices of the County.
- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes, provided that a comparison to actual and a reconciliation is made at year end. If the County identifies a variance between how an employee's salary was charged and how the employee actually worked, the County will adjust its payroll charges so that the amount charged to Federal funds reflects the employee's actual time and effort.

Specific Procedures For Documentation

Procedures for general payroll time reporting are contained in the County policy located on the County U Drive; however, specific guidelines for actual time and effort reporting will be required for grants will be documented in the specific policy.

Document Retention

Time and effort records must be maintained in accordance with the County's record retention policy located on the County U Drive.

3. APPROVED PLANS, BUDGETS AND SPECIAL CONDITIONS

As required by 2CFR 200s, all costs must be consistent with approved program plans and budgets. Costs must also be consistent with all terms and conditions of Federal awards, including any special conditions imposed on the County's grants. All grant applications shall follow County policy found on the County U Drive.

Revision of Budget and Program Plans

The budget plan is the financial expression of the project or program as approved during the federal grant application process. It shall be related to performance for program evaluation purposes whenever appropriate.

During the year, funding strategies may change for a variety of reasons. If an allowable cost is not in the original budget, a budget amendment must be submitted.

Approval shall be obtained from the grantor whenever any of the following changes are anticipated under a non-construction award:

- Revision which would result in the need for additional funding.
- Cumulative transfers among direct cost categories, or among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed ten percent of the current total approved budget.

4. TRAINING

The County will provide training on the allowable use of federal funds to all staff involved in federal programs through activities such as:

- Distributing federal guidance documents;
- Distributing County policies and procedures;
- Developing templates, checklists and other guidance documents as appropriate;
- Internal training sessions;
- Routine staff meetings; and
- Informal technical assistance.

The County will promote coordination between all staff involved in federal programs through activities such as:

- Routine staff meetings;
- Joint training sessions;
- Policies and procedures that address all aspects of federal grants management;
- Sharing information that has cross-cutting impact such as single audits, monitoring reports, letters from oversight entities, etc.

5. SANCTIONS

Any County employee who violates procedure in regard to activities allowed and allowable costs will be subject to appropriate discipline as set forth by County policy found on the County U Drive.

CASH MANAGEMENT

POLICY

The drawdown of federal grant funds will, in most cases, only be made to request reimbursement of incurred costs. If advances on federal grant funds are received, assurance will be made to follow applicable federal grant limitations and requirements.

PROCEDURES

1. CASH/CHECKS RECEIVED

Incoming cash receipts shall be processed in accordance with the County policy found on the U Drive.

DAILY CASH MANAGEMENT

The County Treasurer or applicable Department Staff is charged with the daily management of the bank accounts and cash reserves of the County. Such cash management shall be done in accordance with County policy found on the U Drive.

2. BANK ACCOUNT RECONCILIATION

The County Treasurer is responsible for reconciling the monthly account statement for the County's primary checking account with the cash receipt and cash disbursement records maintained in the Treasurer's Office. The Administrative Coordinator's office is responsible for reconciling the bank account reconciliation report prepared by the County Treasurer with the County's general ledger in accordance with County policy found on the U Drive.

3. ADVANCE PAYMENTS

Definitions:

Advance payment means a payment that a Federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-Federal entity disburses the funds for program purposes.

Advance Payment Procedure

If a County Department receives payment in advance it must maintain or demonstrate the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement by non-Federal entity, and financial management systems that meet the standards for fund control and accountability.

Non-Federal entities must be authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as they like when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act.

Advance payments of Federal funds:

- Must be deposited and maintained in insured accounts whenever possible
- Must be maintained in interest-bearing accounts, unless the following applies:
 - The County receives less than \$120,000 in Federal awards per year.
 - The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances. Interest earned amounts up to \$500 per year may be retained by the County for administrative expense. If the County earns any additional interest on Federal advance payments deposited in interest-bearing accounts, it must be remitted to grantor.

ELIGIBILITY

POLICY

Only eligible individuals and organizations will receive assistance under federal grant programs. Sub-awards of federal grant funds will only be made to eligible sub-recipients. In addition, amounts provided to eligible individuals and organizations will be calculated in accordance with program requirements and restrictions.

PROCEDURES

Specific procedures regarding eligibility for each program will be developed by the County department receiving the federal grant based on criteria established by the program.

EQUIPMENT AND REAL PROPERTY MANAGEMENT

POLICY

All equipment purchased with federal funds will be safeguarded, maintained and insured in accordance with capital asset policies set forth by the County. The maintenance of capital asset records will be done in accordance with the County policy found on the U Drive. The Administrative Coordinator's office is responsible for establishing and maintaining an inventory system which will account for capital assets in accordance with applicable accounting principles. A physical inventory of all equipment will be completed every year. The Administrative Coordinator's office is responsible for coordinating the inventory count with each department head.

PROCEDURES

1. Records will be maintained to identify all equipment or real property purchased with federal grant funds.
2. County property and equipment deemed surplus shall be disposed of at the discretion of the County Board.
3. When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the County must request disposition instructions from the Federal awarding agency, if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with the Federal awarding agency disposition instructions.

MATCHING, LEVEL OF EFFORT AND EARMARKING

POLICY

Any matching, local level of effort or earmarking requirements of any federal award will be met using only allowable funds or costs which are properly calculated and valued.

PROCEDURES

All Federal programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc. have an important impact when analyzing whether a particular cost is permissible.

Specific procedures regarding calculating and monitoring matching, level of effort, and earmarking requirements for each program will be developed by the County department receiving the federal grant based on criteria established by the program.

A cost claimed for reimbursement or used to meet cost sharing or matching requirements in one Federal or State program (including in-kind contributions) cannot be claimed for reimbursement or used to meet cost sharing or matching requirements in another Federal or State program (unless otherwise permitted in the grant agreement) in the current period, in a prior period, or in a following period.

PERIOD OF PERFORMANCE

POLICY

The County will only incur expenditures during the grant period of performance. Management is committed to complying with the period of performance as specified in the grant agreement.

PROCEDURES

The grant period of performance will be communicated to the employees approving expenditures and processing disbursements for payment. All employees will also be made aware of the grant period of performance.

PROCUREMENT AND SUSPENSION AND DEBARMENT

POLICY

The purpose of a purchasing procedure is to ensure the County's funds are appropriately spent in the most cost effective manner and that the purchase has been approved by the required administrative hierarchy. The procedure will also assist County employees in understanding the purchasing process. The County has specific purchasing policies for procurement of supplies and services that are separately set forth in County Policy found on the U Drive. These policies meet or exceed the acceptable methods of procurement set forth in the uniform grant guidance.

The County will not enter into any procurement contracts or commitments with a suspended or debarred vendor or business. The County prohibits awarding any contract or purchase agreement with any suspended or debarred vendor.

PROCEDURES

1. ACCEPTABLE METHODS OF PROCUREMENT

The following five methods are acceptable methods of procurement per the uniform grant guidance:

Micro-purchases of supplies and services \$3,000 or less (\$2,000 for purchases subject to Davis-Bacon) do NOT require quotes to be received and effort should be made to distribute evenly these purchases to qualified suppliers.

Small purchases from supplies or other property and services in excess of \$3,000 and do not exceed \$150,000 do require quotes but NO pricing analysis. If used, price or rate quotations must be obtained from an adequate number of qualified sources.

Sealed bids are required for purchases of \$150,000 or greater. Firm fixed price is awarded and must include at least two responsible bidders. Bids will be opened publicly and award is usually to lowest bidder (based on fixed price). Sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest price.

Competitive proposals used for projects over \$150,000 and may be fixed price or cost reimbursement

- This method is typical for architectural/engineering professional services and price is not used. Instead contract is awarded to most qualified competitor with compensation subject to negotiation.
- Section 200.320(d) contains specific requirements for competitive proposals.

Noncompetitive proposals (sole source) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- Item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of a number of sources, competition is determined inadequate.

Purchases will be made from the lowest and best bid submitted, based upon:

- The lowest price meeting the specifications.
- The quality of service or product bid.
- The service provided for installation, maintenance, and repair.
- Guarantee and warranty of the service or product.
- Guarantee of price, plus promptness of service or product.
- Promptness of delivery.

Inferior service or product is cause for the removal of a vendor's name from the bidder's list.

County credit cards are issued on a limited basis. Approval of purchases made with a County credit card follow the above listed procedures.

Personnel entering into contracts with payment from federal funds will be made aware of federal procurement policies. All vendors and contractors for sub-awards of any value and procurement contracts will be compared to listings in the federal System for Award Management (SAM) <https://www.sam.gov> for suspended, debarred or excluded parties. This comparison will be completed by the personnel entering into the contracts with payment from federal funds.

Supervisors will review procurement and contracting decisions made by other employees for compliance with federal procurement policies. This review will be documented by the supervisors. Documentation of the review, along with all bids, proposals, and contract approval will be kept by the Department and must be maintained in accordance with the County's record retention policy which can be found on the U Drive.

2. ACCOUNTS PAYABLE

Accounts payable shall be processed in accordance with County Policy which can be found on the U Drive.

PROGRAM INCOME

POLICY

Program income from activities funded with federal awards will be correctly earned, recorded and used in accordance with grant or program requirements.

PROCEDURES

Specific procedures regarding program income for a particular grant will be developed by the County department receiving the grant based on the conditions and requirements of the particular grant.

REPORTING

POLICY

Reports of federal awards required to be submitted to the Federal awarding agency or pass-through entity will be prepared with all activity of the reporting period, will be supported by underlying accounting or performance records and will be fairly presented in accordance with program requirements.

PROCEDURES

Personnel assigned to prepare, review and approve reports will possess the required knowledge, skills and abilities necessary to adequately complete the task.

The underlying accounting and other performance records used to prepare the reports will be monitored and reviewed for completeness prior to the reports being completed. The basis of accounting method required by the federal award will be used in the preparation of the underlying data and report.

Supervisory review of reports will be completed to assure accuracy and completeness of data and information included in the reports. This review will be documented by the supervisors completing the review.

Completed copies of the reports will be retained by the applicable department with electronic copies being submitted to the Administrative Coordinator's office. Electronic copies are preferred under UGG per the following website: http://www.ecfr.gov/cgi-bin/textidx?SID=01610267228a7ac608c3bba6216be9b6&mc=true&node=se2.1.200_1335&rgn=div8

A tracking system will be developed to ensure that reports are submitted when due. The Administrative Coordinator's office will develop a checklist to be distributed to each department that will be used as a tracking tool. This checklist can be found the County U Drive.

SUB-RECIPIENT AND CONTRACTOR DETERMINATION AND MONITORING

POLICY

In determining whether our purchase of service contract providers are sub-recipients or contractors (formerly a vendor), the substance of the relationship is more important than the form of the agreement. Determination of whether a purchase of service provider is a sub-recipient or a contractor is the responsibility of the department head (or his/her designee) of the department receiving the grant. Documentation of this determination will be retained by the department. All of the characteristics listed may not be present in all cases, and you must use your judgment. Also, you must use judgment in classifying each agreement as a sub-award or a procurement contract by making case-by-case determinations using a determination worksheet of whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a sub-recipient or a contractor.

Federal award information and compliance requirements will be provided to sub-recipients of federal awards. Sub-recipient activities will be monitored; including following up on resolution of audit findings and evaluation of the impact of any identified noncompliance. The County department with the sub-recipient will perform all risk assessment and monitoring activities related to the sub-recipient. Documentation of the risk assessment and monitoring activities will be kept by the respective County Department.

PROCEDURES

1. REQUIREMENTS FOR PASS-THROUGH

The grants reform expanded the elements that are required to be included in each sub-recipient agreement. We will ensure that our standard sub-recipient agreements contain all the required data elements (please refer to § 200.331 for an all-inclusive list of the 15 specific data elements). These requirements include the following:

Must clearly identify the agreement as a sub-award

Must provide the following information, and if not available provide the best available information:

- Federal award identification
- Sub-recipient's name and DUNS number
- Federal award identification number and date
- Sub-award period of performance, start and end
- Amount of Federal funds obligated and total amount of Federal funds obligated to the sub-recipient
- Federal award project description
- Name of Federal awarding agency, and other PTEs
- CFDA number and name for each payment at the time of disbursement
- Identify whether the award is R&D
- Indirect cost rate (ICR)
- Approved federally recognized ICR
- Rate negotiated between the PTE and sub-recipient

- A de minimis ICR

2. MONITORING

To comply with the Uniform Grant Guidance, we are required to do the following:

- Perform risk assessments to determine appropriate sub-recipient monitoring
- Perform appropriate and ongoing monitoring of each sub-recipient. On-site reviews, training, technical assistance, and contracting for an agreed-upon procedure engagement for monitoring are all examples of various monitoring efforts that may be employed
- Review reports that the pass-through entities require of the sub-recipient
- Review sub-recipient's audits, as considered necessary
- Consider how to address sub-recipient noncompliance
- Issue a management decision for audit findings of the sub-recipient within six months

Some examples of items the County may consider when performing these risk assessments include:

General Assessment

Maturity of sub-recipient to managing grant funds?

Has there been staff turnover at the sub-recipient, either in the fiscal or programmatic areas?

To what extent has the sub-recipient developed or implemented new or substantially changed systems?

How long has the sub-recipient been in business?

Monitoring & Audit Assessment

What did prior audits report with respect to internal control or noncompliance findings?

Has any on-site monitoring been performed in the recent years and, if so, what were the results of those monitoring visits?

Financial System Assessment

Does the sub-recipient have an effective financial management system in place?

Does the accounting system identify the receipts and expenditures of program funds separately for each award?

Overall Fiscal Assessment

How material is our funding in terms of overall funding for the sub-recipient?

Has the sub-recipient been untimely in the drawdown of funds?

Financial Stability Assessment

What does the current and prior year financial statements report as far as financial strength?

Has the sub-recipient been able to meet its cash needs?

Program Assessment

What is the program manager's assessment of the services from a programmatic perspective?

Has the sub-recipient been meeting its current reporting requirements?

Does the sub-recipient also subcontract funds to other providers?

The aforementioned risk considerations are not all inclusive; additional considerations may be necessary to document key risks, the assessment of these risks, and how the identified risks affect the extent of monitoring to be performed.

SPECIAL TESTS AND PROVISIONS

POLICY

Specific policies will be developed by the applicable County Department receiving the grant as necessary.

PROCEDURES

Specific procedures will be developed by the applicable County Department receiving the grant if needed

III. CONFLICT OF INTEREST POLICIES

The uniform grant guidance requires the County to follow the conflict of interest policies set forth below:

1. EMPLOYEE CONFLICT OF INTEREST

The County must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. These written standards are included in the Conflict of Interest under the Adams County Ethics Ordinance which is found on the U Drive. The grants reform includes the following provisions: "No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the County may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, you may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents."

2. ORGANIZATIONAL CONFLICT OF INTEREST

Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a procurement action involving the related organization (non-profit organization mandatory).

3. DISCLOSING CONFLICT OF INTEREST

The County must disclose in writing any potential conflict of interest to the granting agency in accordance with applicable Federal awarding agency policy.

IV. ONGOING MONITORING OF PROCEDURES AND CONTROLS

POLICY

The County will provide for an ongoing monitoring of the procedures and key controls in regard to federal awards. The monitoring will include providing for periodic risk assessments during periods of change and other established intervals.

PROCEDURES

The County recognizes that the following periods of change can affect procedures and controls developed for administration and expenditure and federal awards:

- Reorganizations within or between County departments
- Changes in key personnel involved in the performance or review of financial or statistical information
- Regulatory changes affecting services provided to eligible clients of federal programs
- New or revamped information systems and other uses of technology
- Rapid growth or expansion of services

In order to provide ongoing monitoring of the procedures and key controls over federal awards, the following procedures will be completed:

- A risk assessment will be completed when any of the above "periods of change" occur. Procedures and controls will be implemented to respond to any risks noted during the risk assessment.
- Each year Adams County will complete a desk review of procedures and key controls over federal programs. The review will be completed by persons independent of the administration of the applicable federal program. Risks and weaknesses noted during the internal desk review will be followed up with the applicable department and program personnel. Corrective action will be taken as necessary.

ATTACHMENT

ADAMS COUNTY, WISCONSIN

FEDERAL GRANT INFORMATION FORM

Year _____

Grant Name		Grant Number	
CFDA Number	CFDA Program	Grantor Agency	
Pass-through Agency	Grant Award Amount	Date of Award	Start Date
End Date	County Department	Revenue Account No.	Expenditure Account No.
Purpose of the Grant			
Person preparing grant proposal		Person reviewing grant proposal	
Person approving grant expenditures		Person reviewing grant costs for allowability	
Person preparing grant claims for internal review		Person approving grant claims for submission	

If Grant is paid through CARS or CORE; complete the following:

CARS No.	CORE No.
----------	----------

County Policy

The County will only charge costs for allowed activities to each federal grant. All costs charged to federal grants will conform to applicable cost principles and/or will be allowable costs under the grant provisions.

Specific Grant Limitations or Exclusions (list if applicable)

ADAMS COUNTY, WISCONSIN

FEDERAL GRANT INFORMATION FORM

Grant Name:
CFDA Number:
CARS Number (if applicable)
CORe Number (if applicable)

Enter in the "Documentation Required" column; one of the following:

Y	Applies - requires documentation of department procedures and risk assessment of controls
YC	Applies County-wide; see County-wide procedures
YD	Applies Department-wide; see Department-wide procedures
N/A	Not applicable per OMB A-133 Matrix
None	No activity or insignificant activity

Type of Compliance Requirement	Documentation Required	Comments
A. Activities Allowed or Unallowed		
B. Allowable Costs/Cost Principles		
C. Cash Management		
D. Reserved		
E. Eligibility		
F. Equipment and Real Property Management		
G. Matching Level of Effort, Earmarking		
H. Period of Performance		
I. Procurement and Suspension and Debarment		
J. Program Income		
K. Reserved		
L. Reporting		
M. Subrecipient Monitoring		
N. Special Tests and Provisions		

ORDINANCE 3 - 2017
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2011 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of New Haven on February 24, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On January 12, 2017, Janet M. & Tom A. Morse, owners petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a parcel of land (5 acres) in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on February 1, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

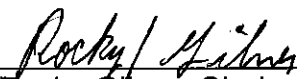
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A-3 Secondary Agricultural District to an R-2 Rural Residential District of the Adams County Comprehensive Zoning Ordinance;

Property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 34, Township 14 North, Range 7 East, Lot 1 of CSM 4276 at 304 State Road 23, Town of New Haven, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of February, 2017.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 1st day of February, 2017.


Rocky Gilner, Chair


Randy Theisen

Barb Morgan, Vice Chair


Larry Babcock/Dave Repinski


Al Sebastiani


Fred Nickel/Jerry Kotlowski


Larry Borud

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of February, 2017

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

ADAMS CO PLANNING AND ZONING COMMITTEE

February 1, 2017 – Room A260 -Courthouse

Friendship, WI 53934 – 1:00 P.M.

Janet M. & Tom A. Morse – Rezoning request from an A1 Exclusive Agriculture District to an R2 Rural Residential District with a Conditional Use Permit under Section 5-6B.03(F) of the Adams County Comprehensive Zoning Ordinance to allow temporary rent or lease of a dwelling on property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 34, Township 14 North, Range 7 East, Lot 1 of CSM 4276 at 304 State Road 23, Town of New Haven, Adams County, Wisconsin.

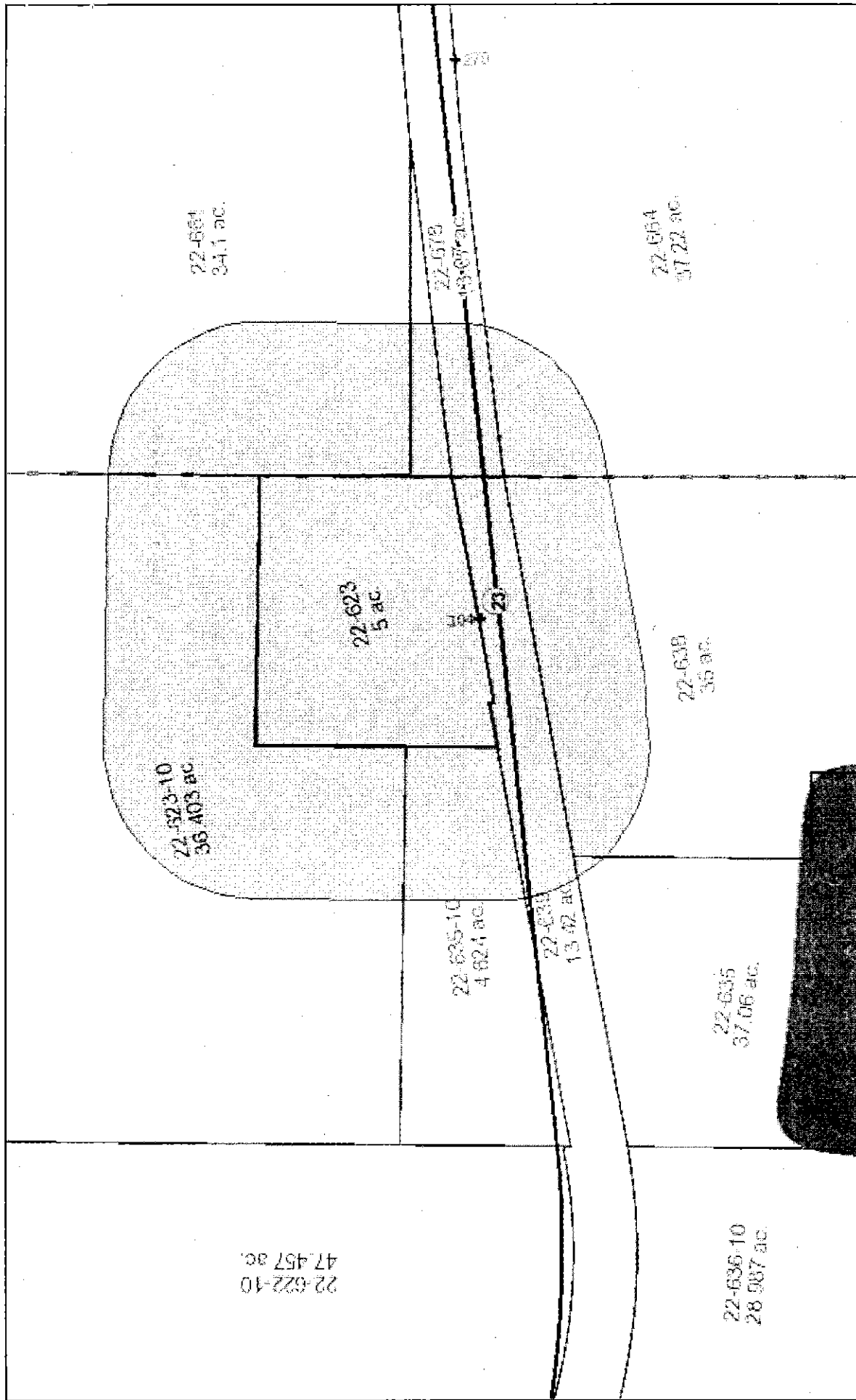
Appearing for with testimony: Tom & Janet Morse, owners.

No one appearing against.

Correspondence: Notification from the Town Board of New Haven that they met on January 17, 2017 and have no objection to the zoning change.

Disposition: Dave Repinski made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6-Yes. Motion carried.

Web Map



January 12, 2017

- | | | | | | | | | | |
|---|---------------|---|----------------|---|------------|---|----------|---|-----------------|
|  | State Highway |  | County Highway |  | Local Road |  | Railroad |  | County Boundary |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | | | | | | | |

Adams Co. 1:4,514

DISCLAIMER: This map is for informational purposes and has not been prepared for, nor is it suitable for legal, surveying, or engineering purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Adams County makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained herein. Copyright 2015, Adams County. All rights reserved.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A-2010 on December 28, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Adams on November 10, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On January 5, 2017, the Estate of Violet May Hicks, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a parcel (40 acres) in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on February 1, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:


Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A1 Exclusive Agricultural District to an A1-15 Exclusive Agricultural District.

Property located in the SE ¼, NW ¼, Section 24, Township 17 North, Range 6 East at 2231 7th Drive, Town of Adams, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on this _____ day of February, 2017.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 1st day of February, 2017.


Rocky Gilner, Chair

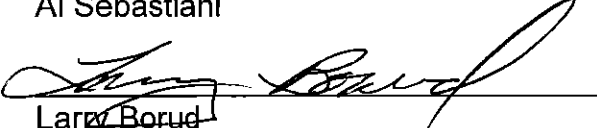

Randy Theisen

Barb Morgan, Vice Chair


Larry Babcock/Dave Repinski


Al Sebastiani


Fred Nickel/Jerry Kotlowski


Larry Borud

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of February, 2017

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

ADAMS CO PLANNING AND ZONING COMMITTEE

February 1, 2017 – Room A260 -Courthouse

Friendship, WI 53934 – 1:00 P.M.

Violet May Hicks – Rezoning request of a parcel (40 acres) from an A1 Exclusive Agricultural District to an A1-15 Exclusive Agricultural District of the Adams County Comprehensive Zoning Ordinance to allow the property to be split and located in the SE ¼, NW ¼, Section 24, Township 17 North, Range 6 East at 2231 7th Drive, Town of Adams, Adams County, Wisconsin.

Appearing for with testimony: Attorney Peter Curran representing (Arthur Hicks) the personal representative for the Estate of Violet May Hicks.

No one appearing against.

Correspondence: Adams Town Board met on January 17, 2017 and had no objections.

Disposition: Jerry Kotlowski made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Larry Borud seconded the motion. Roll Call Vote: 6 -Yes. Motion carried.

VIOLET MAY HICKS

2-984
40.29

MICHAEL EATON

40.29

☐ X

Parcel

Parcel Numbr: 002009870000

Owner: VIOLET MAY HICKS

Address: 2231 7TH DR

Description: SE1/4 NW1/4MICRO

More Information

Adams
County
WISCONSIN

Zoom to

VIOLET MAY HICKS

2-984
40.29

JAMES EDWARD EATON & MICHAEL JR

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, December 9, 2016 9:00 a.m. Room A231

The meeting was called to order by Vice-Chairperson Grabarski at 9:00 a.m.

The meeting was properly noticed.

Roll call: Allen, Pisellini, Parr and Grabarski. Excused, West. Also present: Kotlowski, Zander, Tolley, Miller, Fahrenkrug, Pierce, Oleson, Petkovsek, Wagner, McLaughlin, Kaye, Lisa Corbeille (WIPFLI) and Phillippi.

Motioned by Pisellini/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini to approve minutes from November 14th, 22nd, and 30th, 2016.

Motion carried by unanimous voice vote.

Public Participation: none.

Correspondence: none.

West present at 9:07 a.m. and took over as chairperson.

WIPFLI presentation was done by Lisa Corbeille.

Excused: Allen

Discussion regarding grade placement of job descriptions reviewed by WIPFLI, took place.

Present: Allen

9. b. Discussion on WIPFLI – discussion regarding different reclassification processes took place, consideration may be given to create a compensation committee, specific but unique. The County may not want to rely solely/100% on external person/consultant, may want to consider internal analysis too. The powerpoint presentation will be distributed, Marcia will send it out. The County should consider establishing a policy and a process, if they don't have one.

9. d. Motioned by Grabarski/Pisellini to approve forwarding the parks job descriptions: Administrative Assistant (clerk/bookkeeper), Parks Supervisor/Castle Rock Park Manager (park manager), and Trails Coordinator/Petenwell Park Manager (park manager) for review by WIPFLI. Motion carried by unanimous voice vote.

13. Treasurer monthly report was given, handed out financial sheets. All tax bills are printed, checks were voided that pertained to the bad account.

11. Corporation Counsel monthly report was given out.

12. Personnel monthly report was given out.

17. d. Discussion on Parks/Recreation Display. The Chamber may use the display, however a portion will be set up and utilized at Castle Rock, the trailer is being used to store the ATV and snowmobile. The pickup truck is used at/for the outlying parks.

15. Parks managers reported that things are going good. An update on the snowmobile bridge(grant project) was given. Petenwell ATV-UTV project is moving forward; there are a few glitches needing state approved plans, but all should work out.

10. a. Presentation by Josh Dersk from Wisconsin County Mutual took place. Dersk provided some brief history on WCM, explained replacement and actual cash value, risk management, mitigation techniques, an online asset tool and options related to safety. Motioned by Pisellini/Allen to keep the deductible, but go with ACV (actual cash value) rather than replacement on automobiles. Motion carried by unanimous voice vote.

14. MIS monthly report was given; financial handout. McGhee gave an update on website project, committee has been formed and they will be meeting soon. Oleson reported on Echo billing phase 1 as being successful, brief update on PPS, Ryan (auditor) was on site yesterday at Health and Human Services.

16. Administrative Coordinator/County Manager Report: Petkovsek reported that the feds will be on site next week. The department of justice letter wasn't triggered from Health and Human Services. WRS audit materials/information has been forwarded; they are short-staffed and the county hasn't heard back from them, as of yet. County policies need to mirror the UGG policy. A couple of policies need to be updated: records retention and purchasing. UGG documents for child support and health and human services are being reviewed by the auditors now; hoping to have them by the 1st quarter of 2017.

17. a. Motioned by Allen/Grabarski to transfer funds to Health and Human Services. Motion carried by unanimous voice vote.

17. b. Discussion took place on update on 2016 Health and Human Services budget. Oleson reported on personal care program, long term support, family care changes, short-falls in revenues, ccs program revenue surplus and mental health budget being over, and children out-of-care placements. There is concern that Practical Cents is being referred to as a sheltered work center by the state; they will be looking further into this.

9. c. Discuss and/or act on placement of job descriptions reviewed by WIPFLI. Motioned by Grabarski/Allen to slot the new Finance Director at grade 4, \$39.60. Motion carried by unanimous voice vote.

Motioned by Pisellini/Allen to put Dispatcher in Grade 13. Motion carried by unanimous voice vote.

Motioned by Pisellini/Allen to slot new Fiscal Account Clerk at grade 13, \$20.24. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to slot new Public Health Support staff at grade 15, \$18.15. Motion carried by unanimous voice vote.

9 e. Discussion regarding Adams County Salary Administration Policy Document and the potential of creating an Ad Hoc Committee.

Motioned by Allen/Grabarski to slot the Dispatcher from grade 14 to grade 13 at \$20.55, by reclassifying, starting January 8th, 2017. Motion carried by unanimous voice vote.

16. Administrative Coordinator/County Manager Report: Waiting on space needs surveys, working on timeline for proposal to county board, determine need for stand-alone facility or addition, working with jail inspector.

17. c. Petkovsek reported that they are working on identifying the Parks fund balance; MIS and maintenance are identified. Generally fund balances are tied to state and federal dollars. The county needs to look at the Sheriff's donation accounts.

Motioned by Pisellini/Allen to approve non-lapsing/carryover resolution. Motion carried by unanimous voice vote.

9. a. Hours that are currently being work average 24 hours per week, which ranges between \$65 - \$65.63 an hour or \$1,575 a week. Motioned by Grabarski/Allen to approve Interim Administrative Coordinator/County Manager Contract for 2017 at \$1,575 a week, from January through May 31, 2017. Motion carried by unanimous voice vote.

17. e. Motioned by Grabarski/Pisellini to make January 8, 2017 the effective date for the 2017 wage increases. Motion carried by unanimous voice vote.

Next meeting date is set for Friday, January 6, 2017.

Motioned by Allen/Pisellini to adjourn at 12:58 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have been approved by the committee.

S:\Administrative & Finance\2016 Minutes\Adm & Fin 12-9-16 min.doc

ADMINISTRATIVE & FINANCE MEETING MINUTES

January 6, 2017 9:00 a.m. Room A231

The meeting was called to order by Chairman West at 9:00 a.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr, Pisellini and West present. Also present: Collins, Tolley, Hailey McLaughlin (reporter for Times Reporter newspaper), Oleson, Miller, Petkovsek, Wagner, Kaye, Colburn and Phillippi.

Motioned by Pisellini/Allen to approve the agenda. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

7. Corporation Counsel gave a written and verbal report. Commitments were explained; in particular alcohol related.

8. Personnel Director gave a written and verbal report.

11. County Clerk provided verbal report. Update provided on election activities, recount, open records, and conference dates.

9. Treasurer gave a verbal report. Allen requested that a written perpetual care report be given to county board. A financial investment report was in packet; some CD's are up in March, bank account was closed where fraud occurred, delinquent taxes are down, LGIP interest is up. The idea of August settlements being handled as direct deposits was discussed.

10. MIS verbal report was given by McGhee. Website meeting should be around the end of the month. Update on ECHO explanation on TCM – committee questioned softwares. A written financial report was in packet.

12. Parks Manager's verbal report was given by Tolley/Miller, along with a handout. Department is current with grants; operations are going great. Trails were opened once and closed again. The goal is to have a plan in place by May 15 for the harbor wall project. Online registration was discussed.

Allen recommended taking committee on a field trip/site visit to Castle Rock and Petenwell Parks in summer.

14. Discuss and/or act on:

b. Vendor request to sell goods in County Parks. Motioned by Allen/Pisellini to not allow set up of any for profit vendors in the parks, per managers' recommendation. Motion carried by unanimous voice vote.

c. Reclassification request for Parks: Parks Supervisor-Castle Rock Park Manager-Trails Coordinator-Petenwell Park Manager-Administrative Assistant. Motioned by Grabarski/Allen to put both park's managers at a grade 9. Motioned by Allen/Parr to amend to a grade 8. Motion to amend to a grade 8 carried by voice vote, 4 yes, 1 no. Voting no, Grabarski. Motion to approve motion as amended from a grade 9 to grade 8 carried by voice vote, 4 yes, 1 no. Voting no, Grabarski.

Motioned by Allen/Pisellini to reclass the Parks Administrative Assistant position from a grade 15 to a grade 14, with start in pay at \$19.29. Motion carried by unanimous voice vote.

Recess: Motioned by Grabarski/Parr to take a recess at 10:49 a.m. Motion carried by unanimous voice vote.

Reconvene: The meeting was called back to order by Chairman West at 10:51 a.m. All were present.

13. Petkovsek explained the flow/organizational chart for the Parks department as each working fairly independent at different levels, yet still reporting to the County Manager.

Kaye reported that Karl Nollenberger has started advertising to fill the County Manager position, with a closing date of February 15th.

14. Discuss and/or act on:

- a. *Updating County Board Rules, Administrative Policy, Employee Handbook.* Very brief discussion took place.
- b. *Classification of Health & Human Services Behavioral Health Medical Assistant.* Motioned by Allen/Grabarski to slot the Health & Human Services Behavioral Health Medical Assistant at a grade class of 15. Motion carried by unanimous voice vote. Much discussion regarding LTE, part-time, starting rates and benefits took place.
- c. *Discuss and/or Act on hiring a Dispatcher for the Sheriff's Office at a wage above the starting wage.* Motioned by Grabarski/Allen to start new dispatcher at a grade 13, with a rate of pay equal to a 6 month employee, \$18.04 per hour. Motion carried by voice vote, 4 yes, 1 no. Voting no, Parr. Money is in the budget already; Kaye explained that the person currently is working on-call, bringing experience to the position.

13. Administrative Coordinator/County Manager Report by Petkovsek. Currently there are 6 applicants for Finance Manager, with 3 meeting the requirements; goal is to employ someone by early February. Audit back from the Division of Children and Family states that we are in compliance; working on the year-end process with Amber from Schenck. Working on cash reconciliation, and policy documents with Jani. We are still waiting on the ETF audit; working on DNR/Snowmobile audit. The Sheriff, Deputy Sheriff and Jail Administrator are meeting today with the State Inspector and Potter Lawson regarding the space needs project and what we can do on a short-term basis.

14. a. Discussion regarding Ethics Ordinance needing revisions to be UGG compliant and meet needs of County Board Supervisors related to conflicts of interest.

Next meeting date is set for February 10th at 9:00 a.m.

Motioned by Grabarski/Pisellini to adjourn meeting at 11:50 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

CP/ck

These minutes have been approved by the committee.

S:\Administrative & Finance\2017 Minutes\Adm & Fin minutes 1-6-17.doc

Minutes of Adams Co. Airport Commission January 9th, 2017

Meeting called to order at 7:00 PM by Chairperson Dave Repinski

Members present: Steve Pollina, Mike Bourke, Dave Repinski, and Jerry Reuterskiold.
Also present Airport Manager Mike Scott and Airport Groundskeeper Sheldon Sundsmo

Motion to approve published agenda by Bourke second by Pollina no discussion, motion carried.

Motion to approve Minutes, as published, of December 12, 2016 Airport Commission by Reuterskiold, Second by Pollina. No discussion. Motion carried.

Report of Airport Manager

Scott reported there was no Correspondence,

Scott reported that the financial s were not ready yet. .

Scott reported that due to problems with the fuel system he could not retrieve the fuel data for the meeting. He also reported that their was a 6% discrepancy with the fuel metering system. Scott is currently working to resolve the issues with the fuel system.

Scott reported that the BOA will be advertising for a land acquisition consultant. He also reported that the consultant will be picked on January 25th. Scott reviewed the specifications for the snow removal equipment.

Motion to accept Airport Managers Report by Pollina second by Reuterskiold. Motion carried.

Report of Grounds keeper

Sundsmo reported that there were no issues.

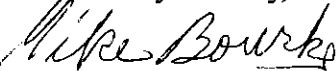
Motion to accept Grounds keeper report by Bourke, second by Reuterskiold, Motion carried.

No audience comments

Motion by Bourke to adjourn until 7:00 PM Monday February 13th, 2017, Second by Reuterskiold. No discussion. Motion carried.

Meeting adjourned at 7:15 PM.

Submitted by secretary,



Mike Bourke

Minutes not officially approved yet.

Committee on Appointments Minutes
February 15, 2017, A160
8:30 a.m.

The meeting was called to order by Vice Chair Grabarski at 8:42 a.m.

The meeting was properly announced. Present: Allen, Grabarski and West called in at 8:42 a.m. by speaker phone from Florida. Also present Petkovsek and Phillippi.

Motioned by Allen/West to approve the agenda. Motion carried by unanimous voice vote.

Discuss and/or act on recommendation of Ad Hoc Building Committee. Grabarski recited rule twenty five of the county board rules. Allen recommended Hickethier and Pisellini. Grabarski recommended Borud. West recommended Repinski. Allen recommended Grabarski. Grabarski suggested two alternates being West and Allen should someone not be available. The two alternates to receive all information throughout the process.

Wagner present in the middle of discussion regarding committee makeup.

Motioned by Allen/West to forward Hickethier, Pisellini, Repinski, Borud and Grabarski to the Ad Hoc Building Committee with West and Allen as alternates. Motion carried by unanimous voice vote.

Motioned by Allen/West to adjourn at 8:55 a.m. Motion carried by unanimous voice vote.

Respectfully submitted



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

Adams County Board of Supervisors Meeting Committee of the Whole Minutes
Adams County Board Room January 24, 2017 6:00 p.m.

The meeting was called to order by Barb Waugh, Deputy Clerk, at 6:06 p.m.

The meeting was properly announced. There was a moment of silence followed by the Pledge of Allegiance.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; Dist. #02-Rocky Gilner; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Scott Colburn; Dist. #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. Excused: Dist. #03-Larry Babcock and Dist. #16-Robert Grabarski.

Motioned by Repinski/Allen to appoint John West as presiding officer. Motion carried by unanimous voice vote.

A slide show presentation by George Kraft on Water Quality was done. Questions from the board were answered.

A slide show presentation by Daric Smith on Economic Development Planning was done. Questions from the board were answered.

Recess: Motioned by Repinski/Wysocky to recess at 7:15 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman, West at 7:29 p.m. 18 present, 2 excused. Excused, Babcock and Grabarski.

Discussion took place by Corporation Counsel regarding the Open Meetings Department of Justice letter. Motioned by Hickethier/Wysocky to adjourn at 7:39 p.m. Motion carried by unanimous voice vote.

ADAMS COUNTY BOARD OF SUPERVISORS MINUTES
Adams County Board Room January 24, 2017

The meeting was called to order by Chairman West at 7:39 p.m.

The meeting was properly announced.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; Dist. #02-Rocky Gilner; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Scott Colburn; Dist. #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. Excused: Dist. #03-Larry Babcock and Dist. #16-Robert Grabarski.

Motioned by Wysocky/Hamburg to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hickethier/Colburn to approve the December 20, 2016 minutes. Motion carried by unanimous voice vote.

Announcement of Meetings, report of supervisors claims read by the Deputy Clerk and appoint six (6) Supervisors to approve claims: Skala, West, Wysocky, Allen, Babcock, Carlson and Borud.

Claims: None

Correspondence: None

Appointments: Motioned by Allen/Hamburg to appoint Keaton Klaus to the SAYL program and to the Land & Water and Resource & Recreation Committee. Motion carried by unanimous voice vote.

Reports and Presentations: County Clerk report was issued in hard copy for board members. A verbal report was given by Barb Petkovsek, interim County Manager/Administrative Coordinator.

Resolutions: None

Ordinances:

Ord. #1: Motioned by Borud/Gilner to enact Ord. #1-17, to rezone a 6.85 acre parcel located in the SW ¼, NW ¼, Section 16, Township 16 North, Range 6 East, Lot 1 of CSM 4422 at 2646 11th Avenue, Town of Easton, Adams County, Wisconsin, from a B1 Rural Business District to an R3 Versatile Residential District (2 acres), with the remaining 4.85 acres rezoned to an R2 Rural Residential. Motion to enact Ord. #1-17 carried by roll call vote, 18 yes, 2 excused. Excused, Babcock and Grabarski. (SAYL student 1 yes, Klaus. (non-binding vote)).

Ord. #2: Motioned by Repinski/Hickethier to enact Ord. #2-17, a Revision of the Adams County Shoreland, Wetland and Habitat Protection Ordinance. Motioned by Nickel/Gilner to amend Ord. #2-17 to reflect the corrections made in red per handout. Motion carried by roll call vote, 18 yes, 2 excused. Excused, Babcock and Grabarski. (SAYL student 1 yes, Klaus. (non-binding vote)). Motioned by Repinski/Wysocky to strike 2-3.01-D from Ord. #2-17 (page 10). Motion carried by roll call vote, 18 yes, 2 excused. Excused, Babcock and Grabarski. (SAYL student 1 yes, Klaus. (non-binding vote)). Motioned by Allen/Pisellini to fix the numbering sequence on the Ord. #2-17 and enact as amended. Motion carried by roll call vote, 18 yes, 2 excused. Excused, Babcock and Grabarski. (SAYL student 1 yes, Klaus. (non-binding vote)). Motion to enact Ord. #2-17 carried by roll call vote, 18 yes, 2 excused. Excused, Babcock and Grabarski. (SAYL student 1 yes, Klaus. (non-binding vote)).

Denials: None

Petitions: None

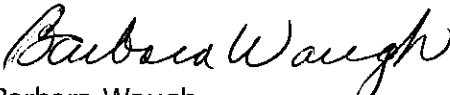
Motioned by Wysocky/Johnson to approve claims, per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Allen for County Clerk to correct any and or all errors and read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Next meeting date for County Board is February 21st at 6:00 p.m., with possibly a meeting of Committee of the Whole preceding at 5:00 p.m.

Motioned by Colburn/Hamburg to adjourn at 8:15 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Barbara Waugh
Adams County Deputy Clerk

These minutes have not been approved by the County Board.

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – December 12, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman, Jack Allen at 4:00 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Scott Colburn and Peter Hickethier. Absent excused: Fran Dehmlow & Deb Johnson-Schuh

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Kay Saarinen-Barr, Erin Schiferl, Diane Osborn, Sherrie Manning, Donna Richards and Ruth Horndasch. Absent excused: Cindi Flynn

Also in attendance: Ken Wagner, Corporation Counsel and Marge Edwards

Veterans Services Staff Present: Steve Dykes

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the December 12, 2016 Health & Human Services & Veterans Service Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – November 14, 2016 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the November 14, 2016 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – None
8. **Announcements** – None

Veterans Services

1. **Veterans Service Officer's Report November 2016.** A written report was submitted to the Board prior to the meeting. Veterans Service Officer Dykes reviewed his report for the Board and added that the October Veterans Service Commission meeting did not have a quorum. The

meeting was rescheduled but was not publically noticed. Items voted on at the re-scheduled meeting will be added to the January meeting agenda for members to recast their vote.

2. **Review and approval of November 2016 Veterans Service Vouchers and Financial Report.** Veteran Services Officer Dykes asked the Board if they had any questions concerning the financial report. Board Members did not have any questions. A motion was made by Colburn/Harvey-Beversdorf to approve the Veterans Service vouchers and financial reports for November 2016. Motion carried by UVV.

Veteran Services Officer Dykes was excused at 4:08 p.m.

Health & Human Services

New Business:

1. **Review October 2016 Health & Human Services Financial Report.** Director Oleson stated that the HHS Department will most likely end the year with a deficit. Oleson explained that in some areas deficits are expected due to high costs for out of home care and lower revenues from the Post Reunification Support Program and Personal Care. This is a preliminary projection based on review of the larger account lines.
2. **Review & Approval October 2016 Health & Human Services Vouchers.** Director Oleson asked the Board if they had any questions concerning the voucher report. Board Members did not have any questions. A motion was made to approve the October 2016 Health & Human Services Vouchers by Hickethier/Colburn. Motion carried by UVV.
3. **Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson added that she attended the Wisconsin County Human Services Fall Conference. The speakers at the conference stressed the importance of forming relationships with legislators and representatives and perhaps inviting them to a Board Meeting. Supervisor Allen thought this would be a good idea. Supervisor Grabarski stated that legislators and representatives are busy people that may not have time to attend. Supervisor Hickethier suggested that a meeting with legislators and representative should be informal. Supervisor Allen will discuss with Supervisor West. Director Oleson stated that she was just informed that a former employee of the Health & Human Services Department is in the news pending alleged criminal charges. Director Oleson stressed that this is a former employee and that it should not overshadow the dedicated staff at Health & Human Services.

Division Updates – ADRC Manager Richards stated that the 5310 Transportation Grant was awarded and that a new mini bus and van will be purchased with the grant money. Fiscal Manager Pierce stated that the WIMCR desk audit has been completed and accepted by Professional Consulting Group. It has not been determined by the State yet what the reimbursement is or what Maintenance of Effort will allow the Department to keep. The

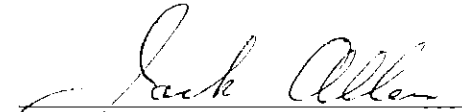
WIMCR management reports are not yet available but are expected to be available the week of December 19th. Supervisor Allen requested that copies of the management report be sent to all HHS Board Members. Supervisor Colburn asked about the status of scanning documents into ECHO. Pierce stated that it is not up and running yet and that nothing is mandated by the State to be compliant at this time. Practical Cents Manager Manning stated that the store celebrated its 20th anniversary last month and that the exceptional citizen dance is on December 13th at the Cedar Shack. Supervisor Allen asked Public Health Officer Grosshuesch to provide the chart that highlights the percentages of children receiving free or reduced breakfast and lunch for Adams County. Supervisor Grabarski inquired about the criteria for children to receive free or reduced meals and Grosshuesch suggested that he contact the school for that information because it is the schools program.

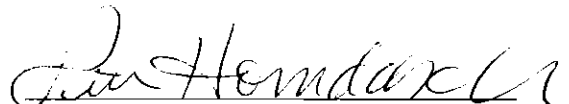
4. **Administration: Update on the security system at Health & Human Services.** Director Oleson stated that the Children and Family Services division have received fobs and are working out issues related to on-call time. The fobs will make submitting timecards much easier and more efficient for the division. Behavioral Health is next to receive fobs and hopefully by January 1st all HHS staff will have fobs.
5. **Administration: Update on electronic health record (ECHO) implementation.** Director Oleson reported that the Fiscal billing staff have billed through September in ECHO which is great news! Third party payments are in process and billing staff are working to set priorities and goals with a focus on Medicare and programs with secondary billing. Director Oleson stated that more revenue is being captured with ECHO. Crawford County & Adams County are working on the PPS process.
6. **Administration: Discuss financial resolution to transfer funds.** Director Oleson stated that a resolution will be before the County Board for the transfer of funds to clear out the 2015 HHS deficit. Controls are in place so that the WIMCR funds can be clearly identified and communication between the Administrative and Finance Committee will be improved moving forward.
7. **Long Term Support: Family Care update.** Director Oleson has not heard anything new from the State concerning Family Care. The RFP is out and MCO's are interested in coming to Adams County. A timeline is being worked on that will include how the Department will be restructured. Additionally, out of home care costs will be reviewed to find ways to cut down costs. Supervisor Grabarski requested a simple breakdown of how the transition will happen for Family Care that include costs associated with the transition.
8. **Next Regular Meeting Date** – Monday, January 9, 2017 @ 4:00 p.m.

9. Adjournment: Motion to adjourn at 5:03 p.m. by Grabarski/Colburn. Motion carried by UVV.

These minutes have been approved by the committee.

Minutes respectfully submitted by Ruth Horndasch.


Jack Allen – Chair


Ruth Horndasch – Recording Secretary

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – January 9, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman, Jack Allen at 4:02 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Fran Dehmlow, Marge Edwards, Scott Colburn and Peter Hickethier. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Kay Saarinen-Barr, Erin Schiferl, Diane Osborn, Cindi Flynn, Donna Richards and Ruth Horndasch. Absent excused: Sherrie Manning

Veterans Services Staff Present: Steve Dykes

Also in attendance: Michelle Olson, TMG Associate Director of Area ICA Operations

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the January 9, 2017 Health & Human Services & Veterans Service Board Meeting agenda moving item #8 up on the agenda to item #4 by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – December 12, 2016 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the December 12, 2016 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – Public Health Officer Grosshuesch reminded Board Members that they are invited to attend the Public Health Level III 140 Review on Thursday, January 12, 2017 from 9:00am – 12:00pm at the Health & Human Services building in the RCH Room. Board Members Allen, Colburn and Hickethier expressed interest in attending.
8. **Announcements** – None

Veterans Services

1. **Veterans Services Officer's Report December 2016.** A written report was submitted to the Board prior to the meeting. Veterans Services Officer Dykes reviewed his report for the Board. Supervisor Grabarski asked who the 8 members attending the I-Team Meeting were. Officer Dykes stated that they were stakeholders in the community.
2. **Review and approval of December 2016 Veterans Services Vouchers and Financial Report.** Veterans Services Officer Dykes asked the Board if they had any questions concerning the financial report. Board members did not have any questions. A motion was made by Colburn/Hickethier to approve the Veterans Services vouchers and financial report for December 2016. Motion carried by UVV.

Veterans Services Officer Dykes was excused at 4:08 p.m.

Health & Human Services

New Business:

1. **Review November 2016 Health & Human Services Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Supervisor Colburn asked Behavioral Health Manager Saarinen-Barr if hospitalizations have increased. Saarinen-Barr stated that they have been steady and a full picture of the year will be included in the February Board Report.
2. **Review & Approval November 2016 Health & Human Services Vouchers.** Director Oleson asked the Board if they had any questions concerning the voucher report. Board Members did not have any questions. A motion was made to approve the November 2016 Health & Human Services Vouchers by Hickethier/Grabarski. Motion carried by UVV.
3. **Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson added that the department is continuing to work on creating UGG policies and procedures. Fiscal Manager Pierce has been working toward completing the requirements and drafting policy. Oleson provided a small overview of the department's draft UGG policy and form that is being used by the HHS Department. Superintendent Grabarski asked how many grants HHS has. Pierce stated that there are between 40 and 50 grants.

Division Updates – Management members did not have anything to add to their reports. Supervisor Colburn asked Fiscal Manager Pierce for an update concerning scanning in ECHO. Pierce reported that MIS Manager McGee has completed her mapping portion and now ECHO needs to complete the process of how to attach documents to the client charts. Pierce is hopeful that the process will be fully functional soon. October billing is complete in ECHO and the billers are working on November. Additionally, payments are coming in.

Supervisor Colburn asked Economic Support Manager Flynn how fraud is caught. Flynn explained that Wage Match is used to catch unreported income or errors in income. When Social Security amounts do not match what is reported it sends an alert to be reviewed. Supervisor Colburn asked Fiscal Manager Pierce why Youth Aids is over budget. Pierce stated that the department is now under the amount claimed and the full amount should be used.

- 8. Public Health: Presentation and Approval of the Adams County Community Health Needs Assessment.** Public Health Officer Grosshuesch presented the Board with an overview of the health of the 6 counties in the Central WI Healthcare Partnership (CWHP) which include Adams, Green Lake, Juneau, Marquette, Waupaca and Waushara. The needs assessment report provides the CWHP with opportunities to share, learn and explore best practices that will improve health outcomes in our rural communities. Grosshuesch highlighted where Adams County fell in regards to the other counties in CWHP and across Wisconsin. The 2 areas of assessment were Health Outcomes and Health Factors. Health Outcomes include length of life and quality of life. Health factors include health behaviors (tobacco use, diet & exercise, alcohol & drug use and sexual activity), clinical care (access to care & quality of care), social & economic factors (education, employment, income, family & social support and community safety) and physical environment (air & water quality and housing & transit). Criteria to prioritize was established and ranked in order of priority for each county. Adams County priorities are Access to Care, Employment, AODA, Mental Health and Physical Activity. From the priority list, Adams County will focus on AODA, Mental Health and Nutrition & Physical Activity. Grosshuesch outlined the strengths and challenges to improving this priorities. Grosshuesch will inform the Board with progress updates as they are realized. Board members asked general questions about the findings. A motion was made to approve the Adams County Community Health Needs Assessment by Hickethier/Colburn. Motion carried by UVV.
- 4. Administration: Update on the security system at Health & Human Services.** Director Oleson reported that the Behavioral Health division has received their fobs and will be filling out timecards and using the Skyward payroll system for this pay period and will go live with the Skyward system with the next pay period. All HHS divisions will be using the Skyward fob system exclusively starting January 23, 2017.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson and Fiscal Manager Pierce reported that billing through October 2016 is complete and hopeful that billing staff will complete billing through December 2016 and collect revenues from primary billing sources before the books are closed at the end of February 2017. The PPS data was tested and important client data was pulled over into ECHO. The mapping for scanning into ECHO was completed by MIS Manager McGee but the department is still waiting on ECHO for next steps on how to import the data from the scans into client files.

- 6. Administration: Overview of the 2015 WIMCR Report.** Fiscal Manager Pierce reviewed the Wisconsin Medicaid Cost Reporting (WIMCR) and Community Aids Adjustment Financial Reporting documents for Fiscal 2015 that were included in the Board Packet. Pierce answered general questions from the Board.
- 7. Long Term Support: Overview of Family Care Transition & remaining Long Term Support Programs.** Director Oleson and Long Term Support Manager Osborn reviewed the PowerPoint presentation concerning the Family Care Transition and proposed remaining Long Term Support programs. During the 4th quarter of 2017 the Family Care transition is planned to take place in Adams County. The 118 consumers who will be affected by the transition will receive options counseling detailing the 2 options for care available which are Managed Care Organizations (MCO's) or IRIS (Include, Respect I Self-Direct). Buy-in for Family Care for 2017 is not required. In 2018, the payment will include a prorated fee for 2017 and all of 2018. Osborn reviewed what Long Term Support program changes will take place and the future staffing projections expected after the transition into Family Care. Olsen will keep this item on the agenda to provide updates to the Board as they are received.
- 9. Next Regular Meeting Date** – Monday, February 13, 2017 @ 4:00 p.m.
- 10. Adjournment:** Motion to adjourn at 6:03p.m. by Hickethier/Colburn. Motion carried by UVV.

*These minutes have not been approved by the committee.
Minutes respectfully submitted by Ruth Horndasch.*

Jack Allen – Chair

Ruth Horndasch – Recording Secretary

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, JANUARY 12, 2017 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Dan Wysocky ~ Vice-Chairperson
Larry Borud
Gordy Carlson

OTHERS PRESENT: Dennis Premo ~ Patrol Superintendent and Bob Buerger

MEMBER ABSENT: Larry Babcock and Mark Hamburg ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Vice-Chairperson – Dan Wysocky at 9:00 A.M., on Thursday, January 12, 2017.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: WYSOCKY, BORUD AND CARLSON. **MEMBERS ABSENT:** BABCOCK AND HAMBURG ~ EXCUSED

APPROVAL OF AGENDA: *Motion by Wysocky to approve the Agenda as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

APPROVAL OF MINUTES OF LAST MEETING (DECEMBER 8, 2016): *Motion by Wysocky to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for December 8, 2016 Regular Monthly Meeting, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON COUNTY ROAD P (CTH G TO MARQUETTE COUNTY LINE) ADMINISTRATIVE REVISIONS, OFFERING PRICE REPORTS AND APPRAISALS: NONE

REVIEW & ACT ON COUNTY ROAD P (CTH B TO CTH G) ADMINISTRATIVE REVISIONS, OFFERING PRICE REPORTS AND APPRAISALS: NONE

REVIEW & ACT ON COUNTY ROAD P (CTH B TO CTH G) STATEMENT TO CONSTRUCTION ENGINEER (DRIVEWAY ACCESS) PARCEL #13 & #30: Patrol Superintendent reviewed with the Highway Committee the Statement to Construction Engineer which will allow property owners a second driveway access for parcels #13 and #30. *Motion by Carlson to approve the County Road P (CTH B to CTH G) Statement to Construction Engineer, which will allow parcel #13 & parcel #30 a second driveway access and regarding the "other matters & owner concerns" (MFL thinning & rock) for parcel #13, it will be the property owners responsibility to coordinate with the contractor during construction, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JANUARY 12, 2017 ~ 9:00 A.M.**

REVIEW & ACT ON STATE OF WIS. DEPT. OF TRANSPORTATION TMA (TRAFFIC MAINTENANCE AGREEMENTS): Patrol Superintendent Dennis Premo reviewed with the Highway Committee the Wis. Dept. of Transportation 2017 State Traffic Maintenance Agreement for the South West Region Pavement Marking. *Motion by Carlson to approve and sign the 2017 South West Region Pavement Marking Traffic Maintenance Agreement (TMA) for the amount of \$308,600.00, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT RESOLUTION TO RECOGNIZE TERRY SCHAEZKA FOR HIS YEARS OF SERVICE TO ADAMS COUNTY: Terry Schaetzka submitted a letter of resignation to the Highway Commissioner stating that January 6, 2017 will be his last day of work. *Motion by Wysocky to approve, sign and forward to County Board a Resolution Recognizing Terry Schaetzka for his 27 Years of Service to Adams County, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REQUEST APPROVAL TO ADVERTISE FOR ASSET REPLACEMENT ~ TRUCK & TRUCK EQUIPMENT: *Motion by Carlson to authorize the Highway Commissioner to advertise for truck and truck equipment bids, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Update on Wash Bay
- Snow Events / Rain Events
- Brushing CTH Z (Alpine to Wood County Line)
- New truck is here

FINANCIAL REPORT: *Motion by Carlson to approve the December 2016 Prior to Vouchers Payable & Audit Financial Report as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Borud to approve the Monthly Check Summary report as presented, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: NONE

SET NEXT MEETING DATE AND ADJOURN: *Motion by Carlson, second by Borud, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, February 9, 2017 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 9:20 A.M.

Respectfully submitted,

Dennis Premo, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Land & Water and Resource and Recreation Committee Meeting Minutes
Tuesday, December 13, 2016 1:00 p.m. Room A231

The meeting was called to order by Chairman Morgan at 1:00 p.m. The meeting was properly noticed. Roll call: Johnson, Karch, Morgan, Nickel, Wysocky and Bork. Excused: Pisellini. Also present: Wagner, Sedlar, Swensen, Arneson, DeSmith, Allen and Alana Voss (Ag Agent). The Pledge of Allegiance was said.

Motioned by Karch/Wysocky to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Nickel/Wysocky to approve the Joint Land & Water and Resource & Recreation/Planning & Zoning minutes from November 2, 2016. Motion carried by unanimous voice vote.

Motioned by Karch/Wysocky to approve the Land & Water and Resource & Recreation minutes from November 8, 2016. Motion carried by unanimous voice vote.

Motioned by Karch/Wysocky to approve the Joint Land & Water and Resource & Recreation/Planning & Zoning minutes from November 16, 2016 with amendment to show Nickel excused. Motion carried by unanimous voice vote.

Motioned by Karch/Wysocky to approve the Farmland Preservation Plan Public Hearing minutes from November 28, 2016. Motion carried by unanimous voice vote.

Public participation was allowed throughout the meeting.

Committees to discuss and/or take action on the following University of Wisconsin Extension agenda items:

1. November Monthly Reports: 1 person has applied for the SAYL program.
2. November Financial Statements & Check Summary: Handout given.
3. Staffing Update: 60% Adams, 40% Juneau County Ag introduction of Alana Voss.
4. nEXT Generation Update: Moving ahead; should have a plan July 1st.
5. Community Center: ADRC is looking for space; met with Kelly Oleson and Barb Petkovsek to go over space needs.
6. Communications: WisLine update given.

Present: Shannon Rohde from Central Wisconsin Windshed Partners @ 1:10 p.m.

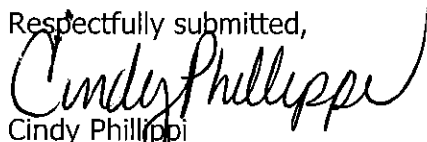
Committees to discuss and/or take action on the following Land & Water Conservation Department agenda items:

7. Report on Central Wisconsin Windshed Partners: Wysocky did not attend 12/12/16 meeting.
8. Report on United States Department of Agriculture, Animal and Plant Health Inspection Service (APHIS): Barry Benson gave update.
9. Report on United States Department of Agriculture, Natural Resources Conservation Service: Sedlar gave update.
10. Report on United States Department of Agriculture, Farm Services Agency: Kevin Bork gave update.
11. Report on Wisconsin Department of Natural Resources: None
12. Report on Land and Water Conservation Department activities: Sedlar gave update.
13. Report on Golden Sands Resource Conservation and Development: None
14. Discuss Animal Waste Management Ordinance: Wagner gave an update.
15. Discuss financial report: Sedlar gave handout.
16. Discuss communications: Update on Lake Specialist job description, New Chester Dairy, Tri-Lakes cover crops, farm lead initiative, conservation practices, farmland preservation, Fawn Lake Timeline and invitation to courthouse Christmas luncheon.

Next meeting date: January 10, 2017 at 1:00 pm @ Community Center

Motioned by Karch/Wysocky to adjourn at 2:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

CP/ck

These minutes have been approved by the committee.

Adams County Library Board Minutes
January 23, 2017

The meeting was called to order at 1:04 p.m. by Mary Nelson, Board President, in the library meeting room. Members present were Nelson, Edwards, Peterson, Grosshuesch, Skala, Theim, Townsend, and Foley.

The meeting was properly announced at the library and on Adams County website.

Motion to approve the agenda by Edwards/Theim. Motion carried.

Public citizen input is invited; however, no public members were in attendance.

Grosshuesch/Skala made motion to approve minutes. Motion carried.

No bills were presented.

Motion to approve financial reports by Nelson/Peterson. Motion carried.

Communications and Reports

Food pantry items were delivered totalling over 500 pounds in November and 200 pounds for December/January.

Nelson reported on the December 22, 2016 SCLS meeting she attended:

- Wisconsin Library Legislative Day will be held February 21, 2017 in Madison.
- Discussed progress made by work groups of Public Library System Project (PLSR)
- Presentation by Corey Baumann (Coordinator of Delivery Services for SCLS) on his PLSR work group
- Approved staff bonus and sick time policy changes
- Approved purchasing policy

Director's Report

- Circulation is down approximately 14% which is a bit more than other libraries. However, our loans going out remains among largest.
- The library budget is on track. In this budget cycle there is an extra \$2500 for books and \$500 for serials.
- The WiFi hotspot for staff has ended, but there are funds in the tech account to pay for the 2017 year for a Verizon hotspot. In the future, Foley will plan to add this in as a recurring budget item. There is also a hotspot available for patron circulation.

- SCLS has installed new computers (including a workstation computer) at the front desk and reconfigured the former ones as replacements for: two catalog computers, a scanning computer and the microfilm reader PC.
- A monetary donation from Zion Lutheran Church Ladies was used to purchase two dry erase boards and a board with magnets for the children's area.
- A raffle license was issued by the Dept. of Administration Gaming for ACL. This license is good through 1/20/2018 and will be renewable.
- Foley attended the AC Dept. Heads meeting on Dec. 21, 2016.
- Rep. Joan Ballweg visited the library on Jan. 9, 2017. She briefly discussed her work on governmental issues affecting libraries and offered literature materials for the library.
- Experience Works has been replaced by SCSEP, a company out of Texas. At this time, Wilma Albrecht, is working at the library through this federally-funded program. Changes are likely to follow.
- The library was closed Dec. 16, 2016 at 4:30 p.m., Dec. 17, 2016, Jan. 1, 2017 at 4:30 p.m, and Jan. 17, 2017 at 5:00 p.m. due to inclement weather. Guidelines have been established, with the guidance of Barb P. The rules are:
 - During regular County work hours: follow the County's lead
 - After 4:30 p.m. and on Saturdays: Director Foley will make the decision if: Library Board President (or other officer) approves; notices are made through as many media locations as possible (and on the doors); and the County is alerted to the closing.

Action Items

A slate of nominees were presented for vote. Edwards/Nelson made motion to close nominations and cast a unanimous ballot for:

Mary Nelson for SCLS representative

Marge Edwards for Library Board Vice-President

Tyler Grosshuesch for Library Board Secretary Motion

carried.

Learned that the County Board approved Library Board Trustee renewals for Peterson and Edwards at the last board meeting.

The Chocolate Affair will be held Feb. 4, 2017.

The shelving project has been finished with great staff and volunteer participation and effort. Inventory was also completed during the update.

The annual report compilation is in progress. It is due on Feb. 28, 2017 to SCLS and needs Library Board approval. Therefore, the a motion was made by Theim/Townsend to change the next Library Board meeting to Feb. 20, 2017. Motion carried.

Action was tabled to the February meeting regarding fiscal compliance updates, including the addition of a treasurer to the bylaws.

Motion to convene to closed session by Nelson/Edwards to conduct Director evaluation at 2:02 p.m. Reconvened to open session at 2:20 p.m.

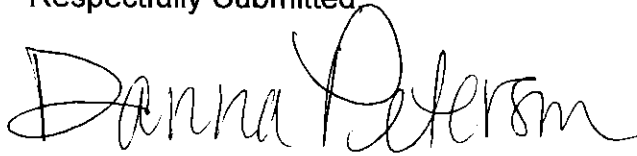
Possible agenda items for future meetings

- Discussion of recognition to Tracy for exemplary efforts during shelving update
- Audit Committee report
- Fiscal compliance update/Donation account/Treasurer position in bylaws
- Annual report
- Chocolate Affair report
- Summer Reading Program-Stephanie

Next meeting will be February 20, 2017 at 1:00 p.m.

Motion to adjourn by Peterson/Townsend at 2:31 pm. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Danna Peterson". The signature is written in dark ink and is positioned above the printed name.

Danna Peterson

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: February 1, 2017

Chairman Rocky Gilner called the Adams County Planning & Zoning Committee Meeting to order in Room A260 at the Courthouse in Friendship Wisconsin at 1:00 P.M. with the following members present: Randy Theisen, Larry Borud and Al Sebastiani. Dave Repinski sat in for Larry Babcock, Jerry Kotlowski sat in for Fred Nickel and Barb Morgan was excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Pledge of Allegiance. Roll Call. Al Sebastiani made a motion to approve the agenda. Randy Theisen seconded the motion. All in favor. Motion carried.

Public Hearings: Violet May Hicks – Rezoning request of a parcel (40 acres) from an A1 Exclusive Agricultural District to an A1-15 Exclusive Agricultural District of the Adams County Comprehensive Zoning Ordinance to allow the property to be split and located in the SE ¼, NW ¼, Section 24, Township 17 North, Range 6 East at 2231 7th Drive, Town of Adams, Adams County, Wisconsin. Attorney Peter Curran was present to represent the Hicks Estate. Mr. Curran explained that the request is to rezone the parcel so that it can be split off from the rest of the estate so that the current resident, Arthur Hicks can retain the house with fifteen acres of land. Discussion followed. Jerry Kotlowski made a motion to grant the request and forward that recommendation to the County Board for final action. Larry Borud seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Janet M. & Tom A. Morse – Rezoning request from an A1 Exclusive Agriculture District to an R2 Rural Residential District with a Conditional Use Permit under Section 5-6B.03(F) of the Adams County Comprehensive Zoning Ordinance to allow temporary rent or lease of a dwelling on property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 34, Township 14 North, Range 7 East, Lot 1 of CSM 4276 at 304 State Road 23, Town of New Haven, Adams County, Wisconsin. Tom and Janet Morse were present to explain that they have many years of experience with short term rental properties and that when done properly there is not usually any problems. Discussion followed regarding a list of Conditions recommended by the Town of New Haven. Dave Repinski made a motion to grant the rezoning and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Randy Theisen made a motion to grant the Conditional Use Permit with the conditions as approved by the Town of New Haven. Larry Borud seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

Chairman Gilner closed the public hearings and stated that public participation will be taken as appropriate on agenda items.

Randy Theisen made a motion to accept the previous meeting minutes as presented. Al Sebastiani seconded the motion. All in favor. Motion carried.

County Surveyor Greg Rhinehart presented his monthly report to the Committee. Mr. Rhinehart mentioned to the Committee that some might want to attend a symposium being held at Chula Vista by the State of Wisconsin on Land Records modernization.

Jodi Helgeson's report on Register of Deeds office activities and the Land Information report were given to the Committee in writing as she was not present.

Planning & Zoning Updates: Phil McLaughlin stated that the Comprehensive Zoning Ordinance will need to be revised to adopt the Farmland Preservation requirements. Mr. McLaughlin noted that he would be addressing the Admin/Finance Committee with a request for monies to cover costs of updating the Comprehensive Plan that were not part of the Budget.

Adams County Planning & Zoning
Committee Meeting Minutes
February 1, 2017
Page #2

The Financial Report for the month of December was presented to the Committee for review.

Correspondence: None.

The next Committee meeting is scheduled for March 1, 2017 at 1:00 P.M.

Randy Theisen made a motion to adjourn. Dave Repinski seconded the motion. All in favor. Motion carried.

Adjourned: 1:47 P.M.

Rocky Gilner, Chair

Fred Nickel/Jerry Kotlowski

Barb Morgan, Vice-Chair

Larry Babcock/Dave Repinski

Randy Theisen

Larry Borud

Al Sebastiani


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Minutes

January 10, 2017

9:00 a.m., Room A160

The meeting was called to order at 9:00 a.m. by Chairperson Repinski. The meeting was properly announced.

Roll Call: Kotlowski, Gilner and Repinski. Excused, Dehmlow. Absent, Hamburg. Also present, Swenson, Richards, Oleson, Zander, Petkovsek, Hamman and Phillippi.

Motioned by Kotlowski/Gilner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Gilner/Kotlowski to approve the December 13, 2016 minutes. Motion carried by unanimous voice vote.

Public participation on agenda items: none

Open and act on bids for tax foreclosure property/resolutions: none

Motioned by Gilner/Kotlowski to approve using Wisconsin Surplus. Motion carried by unanimous voice vote.

Update on meeting as committee of the whole for county board regarding capital improvements (Health & Human Services/Community Center/Fairgrounds): no discussion took place.

Update on Bug Tussel fundraiser at Community Center, to include a petting zoo: no action took place.

Motioned by Kotlowski/Gilner to approve moving ADRC from the Health & Human Services Building, to the UWEX area in the Community Center, after receiving the states approval. Motion carried by unanimous voice vote.

Update regarding space needs project for jail, etc.: discussion took place. Petkovsek reported that jail inspectors are willing to work with us, as long as we continue to move forward. They are looking at some more temporary options. They anticipate having something ready to report to county board in early February 2017.

Update on Veterans Memorial in Adams County (Scott Sorenson): none

Update on maintenance items: carpeting done in Courtroom B, installed window in reception area of circuit court, and there are interviews scheduled for 5 applicants today at 1:30 in Room A160 for the vacant janitor position.

Next meeting date will be February 14, 2017 in Room A160 at 9:00 a.m.

Items for next agenda: Workshop update; Update on meeting as committee of the whole for county board regarding capital improvements (Health & Human Services/Community Center/Fairgrounds); Update regarding space needs project for jail, etc.; Update on Veterans Memorial in Adams County (Scott Sorenson).

Motioned by Kotlowski/Gilner to adjourn at 9:34 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved by the committee.

Public Safety & Judiciary Committee
Wednesday, January 11, 2017
9:00 a.m. – Conference Room A260

MINUTES

Chairman Grabarski called the meeting to order at 9:01 a.m. The meeting was properly announced.

Committee members present: Pete Hickethier, Jack Allen, Robert Grabarski, Rocky Gilner, and Scott Colburn

Others present: Carol Collins, Dennis McFarlin, Janet Leja, Kathie Dye, Chris Langer, Sam Wollin, and Barb Petkovsek

Motion by Hickethier to approve the agenda, seconded by Colburn. Motion carried by unanimous vote.

Motion by Allen to approve the December 14, 2016 minutes, seconded by Hickethier. Motion carried by unanimous vote.

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett and/or Jonathan Barrett– Not Present

The District Attorney's Office was not scheduled to attend the meeting. There was no financial report for December to review.

Eyes of Hope Shelter—Kris Steffens — Not Present

Steffens was not scheduled to attend the meeting. There was no financial report for December to review.

Family Court Commissioner – Dennis McFarlin – Present

Committee was provided with a written report for December. McFarlin informed the committee that the end of year expenses for 2016 came in 3.4% under budget. Committee was updated on the new parental education program that is going to be instituted by the end of January. McFarlin passed around the textbook for committee members to review. The 4-hour program will be taught over two days and will consist of lecture and class interaction. There is a \$15.00 charge to the participants to cover cost of the book and class.

Child Support – Janet Leja – Present

Committee was provided with a written and financial report for December. Leja stated they continue to be on track with their performance measures. There was nothing unusual to report on the financial report. Leja continues to work on the department policies and procedures for federal grant awards. Leja informed the committee that she will be out of the office intermittently for the next four months and that Tori Babcock will be stepping up when Leja is gone.

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with a written and financial report for December. Dye stated December was a slow/quiet month and they were able to get some major projects done. There are still 2016 vouchers being submitted so the end of year budget report is not final at this time. Committee was informed the new carpet in courtroom B has been installed. Dye is working with SKC to get the audio/video in courtroom B. Dye informed the committee that her office is in need of a new copy machine. They have been calling EO Johnson quite regularly and was told that their copy machine is the oldest machine. Committee requested the purchase of a new copy machine be put on the agenda next month in order to gather more information.

Register in Probate – Chris Langer – Present

Committee was provided with a written and financial report for December. There was nothing unusual to report at this time and the office is running smoothly. Langer stated January and February will be busy.

Emergency Management – Jane Gervais – Not Present

Emergency Management was not scheduled to attend the meeting. Gervais provided the committee with a written report for December to review.

Medical Examiner – Marilyn Rogers – Not Present

The Medical Examiner's Office was not scheduled to attend the meeting. Committee was provided with a written and financial report for December to review.

Sheriff's Office – Sheriff Wollin – Present

Committee was provided with the financial report and animal control report for December as well as the 2016 annual animal control report. Discussion was held on how medications are handled within the jail. Committee was updated on the current staffing levels and vacancies. The MILO system is set up and running and committee members were invited to participate in a demonstration and scenarios. The Adams County Citizens Academy will be starting in April and will go for eight weeks this time instead of six weeks. Committee was updated on the current space needs study and the recent meeting with Potter Lawson and DOC. There will be a presentation regarding the space needs study to county board in February. A brief discussion was held regarding the updates to the Notice of Understanding between Adams County and Eyes of Hope Shelter. The notice of understanding was mailed to Eyes of Hope Shelter, but the signed copy has not been returned yet. It will be put on the agenda next month for approval.

Motion by Allen to approve vouchers and monthly expense reports as presented, seconded by Hickethier. Motion carried by unanimous vote.

Identify upcoming agenda items: Clerk of Court – Discuss and/or act on new copy machine
Sheriff's Office – Discuss and/or act on approving the Notice of Understanding
between Adams County and Eyes of Hope Shelter

Set next monthly meeting date as February 15, 2017 at 9:00 a.m.

Motion by Colburn to adjourn, seconded by Gilner. Motion carried by unanimous vote. Meeting adjourned at 10:05 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol Collins
Recording Secretary

SAFETY COMMITTEE MEETING
Minutes
December 8, 2016/2:00 pm /Room A160

1. The Meeting was called to order by Chair Pisellini at 2:00 pm.
2. The meeting was properly announced.
3. Present: Supervisor Paul Pisellini; Committee members Brenda Quinnell, Pat Kotlowski, Marcia Kaye and Tracy Hamman. Also present: Wally Sedlar, County Conservationist.
4. Quinnell made a motion to approve the Agenda, seconded by Hamman. Motion carried by voice vote.
5. Motion by Quinnell and second by Kotlowski, to approve the Minutes from the November 3, 2016 meeting. Motion carried by voice vote.
6. There were no communications, correspondence or other business.
7. Update on Hepatitis B Information: Kaye has been working with Moundview Memorial Hospital to finalize the process. They have agreed to do the series for \$225 for each individual. From the list of those that had been contacted since their start in March, only two requested to have the series; six have not yet responded to the inquiry. Kaye will refer the two and try to contact the other six. It was agreed that the cost for these two will come from the remaining funds in the Safety account for 2016.
8. Update on recent projects and meetings: there were none.
9. Discussion and action on continued topics:
 - a. MSDS Online – Kaye is working on trying to get the information for the Parks entered into the system.
 - b. Dam Update - Sedlar reported that they had purchased equipment to be used with the dam repairs but had neglected to purchase the lanyards to hook onto the tube. There is a problem with the catwalk design and he is having difficulty finding someone to widen them. Sedlar was directed to call Mark Rumpel for assistance with his questions and on-site assistance if necessary.
 - c. BBP Exposure Control Plan – Kaye has not had a chance to update this with the new information regarding MMHC.
10. Review of November's worker's compensation claims: Only one new minor incident since the November meeting. The loss run figure actually was reduced by 14% in November.
11. Discuss recommendation to Property Committee on MEUW Contract for 2017. MEUW was contacted regarding possibly renewing the contract. They are assessing

a 2% increase on all municipalities for 2017 so the new rate would be \$28,119. Keeping Safety Simple proposal came in at \$25,600. WCMIC has been contacted and they will be willing to work with us on training and some assessments. Motion by Quinnell, seconded by Kotlowski to make a recommendation to the Property Committee to accept the contract from Keeping Safety Simple for a one year term. Motion carried by voice vote. It was agreed to develop a strategic plan for 2017 and then do a review at six months to see where things stand.

12. Discuss and/or approve any safety equipment purchases. Kaye received an email from JJ Keller for buy one get one free safety training videos. A list of available videos was reviewed and appropriate ones selected for purchase. Quinnell suggested also purchasing additional AED electrode pads since the current ones expire early next year. That way we would have additional ones on hand for replacements as they are used. It was also recommended to purchase an AED case for Solid Waste and to contact Parks and HHS and see if they also need one for theirs to help keep dirt and contaminants out of the equipment. Motion by Quinnell, seconded by Hamman to approve purchases from the Safety budget. Motion carried by voice vote.

13. Identify possible upcoming agenda items – to be determined.

14. Next Meeting Date: Thursday, January 19, 2017 at 2:00pm in Room A160.

Motion by Quinnell to Adjourn, seconded by Kotlowski at 3:21 p.m. Motion carried by unanimous voice vote.



Marcia Kaye
Recording Secretary

These minutes were approved by the Safety Committee on January 24, 2017

ADAMS COUNTY SOLID WASTE COMMITTEE

Wednesday, January 11, 2017, 6:00 PM

Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, Chair
Jerry Kotlowski
Robin Skala
Gordy Carlson

OTHERS PRESENT: Brenda Quinnell, SW Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chairperson Florence Johnson at 6:00 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? Yes. **ROLL CALL:** Johnson, Kotlowski, Skala & Carlson; Babcock was excused.

APPROVAL OF AGENDA: *Motion by Kotlowski, second by Carlson, to approve the agenda as presented. All in favor; motion carried.*

NOTICE THAT THE COMMITTEE MAY DISCUSS AND ACT ON ANY AGENDA ITEMS LISTED.

APPROVAL OF OPEN SESSION MINUTES FROM THE DECEMBER 14, 2016 REGULAR SOLID WASTE MEETING: *Motion by Kotlowski, second by Skala, to approve the Open Session minutes as presented for the December 14, 2016 Solid Waste meeting. All in favor; motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There were no communications or correspondences.

FINANCIAL REPORT: Review and discussion of the financial reports and check summary presented. *Motion by Carlson, second by Kotlowski, to accept the financial reports and check summary as presented. All in favor; motion carried.*

SITE REPORT: Quinnell distributed and the Committee reviewed the Site Report dated January 11, 2017 (see attached copy). *Motion by Carlson, second by Kotlowski, to approve the Site Report as presented. All in favor; motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: Quinnell reported that a front-load truck was purchased through Federal Property.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Quinnell asked for a final head count for attendance at WIRMC. Johnson will be attending, Carlson will let Quinnell know his answer soon.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: report by Shop Supervisor Armstrong; updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, February 8, 2017 at 6:00 PM at the Landfill.

Motion by Carlson, second by Skala, to adjourn until the next meeting. All in favor; motion carried. Meeting adjourned at 6:42 P.M.

Respectfully submitted, Brenda Quinnell, Recording Secretary

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, February 8, 2017, 6:00 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, Chair
Jerry Kotlowski
Gordy Carlson
Peter Hickethier

MEMBERS ABSENT: Larry Babcock
Robin Skala

OTHERS PRESENT: Brenda Quinnell, SW Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chairperson Florence Johnson at 6:00 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? Yes. **ROLL CALL:** Johnson, Kotlowski, Carlson and Hickethier (sitting for Skala); Skala and Babcock were excused.

APPROVAL OF AGENDA: *Motion by Carlson, second by Kotlowski, to approve the agenda as presented. All in favor; motion carried.*

NOTICE THAT THE COMMITTEE MAY DISCUSS AND ACT ON ANY AGENDA ITEMS LISTED.

APPROVAL OF OPEN SESSION MINUTES FROM THE JANUARY 11, 2017 REGULAR SOLID WASTE MEETING: *Motion by Kotlowski, second by Carlson, to approve the Open Session minutes as presented for the January 11, 2017 Solid Waste meeting. All in favor; motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There were no communications or correspondences.

FINANCIAL REPORT: Review and discussion of the financial reports and check summary presented. *Motion by Kotlowski, second by Carlson, to accept the financial reports and check summary as presented. All in favor; motion carried.*

SITE REPORT: Quinnell distributed and the Committee reviewed the Site Report dated February 8, 2017 (see attached copy). *Motion by Carlson, second by Hickethier, to approve the Site Report as presented. All in favor; motion carried.*

REPORT BY SHOP SUPERVISOR: Due to a family emergency, the Shop Supervisor was unable to attend.

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: There were none to report.

APPROVAL OF ANY TRAININGS OR CONFERENCES: None.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: report by Shop Supervisor Armstrong; updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, March 8, 2017 at 5:30 PM at the Landfill.

Motion by Carlson, second by Kotlowski, to adjourn until the next meeting. All in favor; motion carried. Meeting adjourned at 6:27 P.M.

Respectfully submitted, Brenda Quinnell, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SITE REPORT ATTACHED

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 518

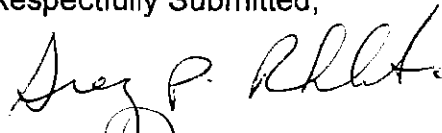
Report for the month of January, 2017

The Grant Project is progressing. The contractor delivered the first receivables in January.

I attended the Annual Meeting of the Wisconsin County Surveyors Association on Friday 1/27/2017.

I have been responding to from public and am continuing to perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

2/1/2017

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2017

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$4,800.00	\$24,600.00	\$ 300.00
JANUARY	400.00		100.00
Balance	\$4,400.00	\$24,600.00	\$ 200.00
FEBRUARY			
Balance			
MARCH			
Balance			
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
<hr/>			
Grand Total	\$	\$	\$